West Georgia College

1989-90 STUDENT HANDBOOK

Knowledge for College

The Uncatalog

1989-90 Student Guide to West Georgia College

The McIntosh Memorial, a granite block resembling narrow doorsteps, is the official logo of West Georgia College. The memorial came to the campus from the McIntosh Reserve located south of Carrollton. Chief William McIntosh had a large granite stone hewn into steps for his visitors to mount their horses when visiting his home and guest house.

McIntosh was chief of the Creek Indian nation in the early 1800s and rose to the rank of brigadier general in the American army under his friend General Andrew Jackson. The nearly 200-year-old granite rock from which West Georgia College's logo was designed has been on the campus since 1916 when it was moved from the McIntosh reserve and used as the cornerstone in a girls' dormitory. It now rests in a park located on Front Campus Drive.

The contents of this student handbook are current as of the date of publication. Policies, regulations, programs and costs do change however, and any revisions of such will supersede the contents of this book and will be broadly published to the college community.

This handbook is prepared for the convenience of students and does not constitute an official publication of the Board of Regents of the University System of Georgia. In case of any divergency from or conflict with the Bylaws or Policies of the Board of Regents shall prevail.

The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While every effort has been made to insure accuracy of the material stated herein, the College reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of such changes.

Information regarding academic requirements for graduation will be available in the offices of the Registrar, Vice President for Academic Affairs, and Deans of Schools. It is the responsibility of each student to keep himself or herself apprised of current graduation requirements for a degree program in which he or she is enrolled.

West Georgia College is in compliance with Title VI of The Civil Rights Act of 1964 and all other applicable federal and state regulations. This means that we don't discriminate on the basis of race, color, creed, national origin, religion, sex, age, or handicap, including disabled and Vietnam "Era" veterans.

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Student Services, Summer 1989
West Georgia College
Carrollton, Georgia 30118

A Unit of the University System of Georgia

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
INSTITUTION

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Welcome

Dear Students of West Georgia College:

Each fall quarter at West Georgia College is a time of renewal. Whether you are a new student or a returning student, your experiences at the College should contribute to a broader frame of reference. Hopefully, your involvements in the classroom and in campus life will provide you with new insights, clearer perceptions, and renewed convictions which can only come about from relating to the people and challenges to be encountered. Welcome to West Georgia College for Fall Quarter, 1989. Accept its challenges and be rewarded for the experiences you will have.

Sincerely,

Maurice K. Townsend
President

Dear West Georgia College Student:

On behalf of the Student Government Association and the student body of West Georgia college, I would like to welcome you to the finest four-year institution of higher education in Georgia. At no other college will you find the spirit of cooperation more evident among students, faculty, and administration than at West Georgia College.

As you continue your higher education, remember that the sum total of your experience is not just textbooks and classrooms, but people as well. Those interactions with professors and other students, particularly evident at this institution, can enhance your knowledge and broaden your horizons further than you dream possible.

I wish you best of luck in your future at West Georgia.

Sincerely,

Robby Duty, President
Student Government Association

Dr. Maurice K. Townsend
President

Dr. John T. Lewis
Vice President and Dean of Faculties

Dr. Bruce Lyon
Vice President of Student Services

Mr. Kenneth Batchelor
Vice President of Business and Finance

Mr. Robby Duty
Student Government President

Academic Calendar 1989-90

SEPTEMBER

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NOVEMBER

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Fall Quarter, 1989

September 16	Residence Halls Open
September 17-19	Orientation for New students
September 19	Registration for Classes
September 20	Classes Begin
September 20-22	Add/Drop and Late Registration
October 3	Last Day to Withdraw from a Course with an Automatic Grade of W
October 27	Last Day to Withdraw from a Course with a Grade of W, if Passing
November 22-24	Thanksgiving Recess (Offices closed November 23-24)
December 1	Last Day of Classes
December 4-8	Examinations
December 10	Graduation
December 10-January 1	Christmas Recess
December 23-January 1	Offices Closed

JANUARY

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Winter Quarter, 1990

January 1	Holiday-Offices Closed
January 1	Residence Halls Open at 3:00 p.m.
January 2-3	Orientation for New Students
January 3	Registration
January 4	Classes Begin
January 4,5,8	Add/Drop and Late Registration
January 15	M.L. King Holiday-Offices Closed
January 18	Last Day to Withdraw from a Course with a Grade of W, if Passing
February 9	Last Day to Withdraw from a Course with a Grade of W, if Passing
March 12	Last Day of Classes
March 13-16	Examinations
March 18	Graduation
March 19-25	Spring Recess

MARCH

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Spring Quarter, 1990

March 25	Residence Halls Open
March 26-27	Orientation for New Students
March 27	Registration
March 28	Classes Begin
March 30	Dead Day. No Classes. National Debate Tournament on campus.
March 28, 29, April 2	Add/Drop and Late Registration
April 11	Last Day to Withdraw from a Course with an Automatic Grade of W
May 3	Last Day to Withdraw from a Course with a Grade of W, if Passing
June 4	Last Day of Classes
June 5-8	Examinations
June 10	Graduation

JUNE

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JULY

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AUGUST

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Summer Quarter, 1990

June 17	Residence Halls Open
June 18-19	Orientation for New Students
June 19	Registration
June 20	Classes Begin
June 20-22	Add/Drop and Late Registration
July 3	Last Day to Withdraw from a Course with an Automatic Grade of W, (for Classes Meeting throughout the Quarter)
July 4	Independence Day Holiday-Offices Closed
July 19	Last Day to withdraw from a Course with a Grade of W, if Passing (for Classes Meeting throughout the Quarter)
August 6	Last Day of Classes meeting 33 days (Finals on last class day)
August 13	Last Day of Classes meeting 38 days
August 14-17	Examinations for classes meeting 38 days
August 19	Graduation

Academics

Departments and Professors

Most students quickly become familiar with the classroom buildings as they find their way to classes and labs, but they may be less aware of how to find faculty and departmental offices. Printed in the directory section of this handbook are the building and room number, telephone number, and chairman's name for each academic department on campus.

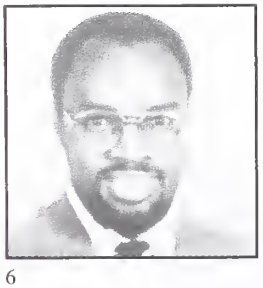
Usually, other faculty offices within the department will be located in the same building and general vicinity as the departmental office, but there are some exceptions. Inquire in the departmental office about the location of a specific faculty member's office if you have difficulty finding it.

Normally, faculty members post on their office doors regular hours when they are available to see students, and most are willing to schedule additional times if the student is unable to come during the posted hours. **You should feel free to contact faculty members in their offices to discuss your progress, any particular problems you're having in one of their classes, your concerns about career and professional plans, or any matters of mutual concern.** In 99 cases out of 100, you will find faculty members cordial, concerned and helpful.

Dr. Richard Dangle
Dean, School of Arts and Sciences

Dr. David Hovey
Dean, School of Business

Dr. Evelyn Fulbright
Dean, School of Education



Dr. Jack O. Jenkins
Dean, Graduate School

Quarters and Credit Hours

West Georgia is on the quarter system with the calendar year divided into four approximately equal blocks of time-the fall, winter, spring and summer quarters. A normal academic year of study consists of three quarters, but many students attend college year round or take breaks from school during quarters other than the summer.

The credit value of a course is determined by the number of hours it meets each week. For example, a course with five 1-hour lecture sessions per week is a five-quarter-hour course. As a rule of thumb in accounting for credit hours, it takes two hours of laboratory to equal one hour of lecture, as is the case with a 5-hour science course which has three 1-hour lectures and two 2-hour labs each week.

A full course load is considered to be 12 or more hours, but since most of the classes at West Georgia are worth 5 credit hours, people usually take 15 hours (three courses) or more per quarter. **A typical freshman or sophomore course load consists of three 5-hour courses plus physical education.** Therefore, in one academic year of 3 quarters a student will normally earn 45 credit hours, plus physical education credits.

The Catalog

The West Georgia College *Undergraduate Catalog* contains a complete statement of academic policies and procedures, courses required for each program of study, retention and graduation requirements, and many more essential items of information for the successful student. It is a very important book to have, study and follow. **If you don't already own a current copy of the Catalog, you should get one now.**

The Admissions Office gives a free copy to each new student. New students should keep a copy of this year's catalog for reference during their entire stay at West Georgia. Those restless nights, it's guaranteed to put you to sleep when nothing else will!

Attending Class

Best advice: Attend class regularly, but be sure to attend the first two class days each quarter. If there's a waiting list for a class and students don't attend the first two days and haven't been in touch with the professor to explain why, they may be dropped to make room for others who need it. **Since classes and professors differ greatly, you should be certain you understand the attendance requirements for each course you're taking.** Some profs lower grades for excessive absences, and they may even drop a student who cuts frequently.

Academic Advisement

Each student is assigned a faculty member to assist in planning his/her academic program. Freshmen and sophomores and all business majors

With over 1,000 individual course offerings, 70 or more undergraduate programs of study, and almost 300 teaching faculty, a student at West Georgia has a wide variety of learning experiences from which to choose. The faculty, whose members come from across the nation and around the world, is among the best anywhere, with approximately three-fourths of its members holding doctoral degrees in their fields.

must see their advisors and obtain their name stamp on a registration form before completing registration each quarter. The Academic Affairs Office notifies new students of the names of their advisors shortly after they enroll their first quarter.

Should you experience difficulty in locating your advisor, ask for assistance from the office of the academic department to which your advisor belongs. A directory of academic departments is given later in this handbook, and the location by building of all academic advisors is published in the quarterly *Schedule of Classes*.

Registration for Classes

Registration for classes is the quarterly process of seeing your faculty advisor, selecting the courses you wish to take, arranging these into a schedule to fit available time slots, signing up for these classes according to the prescribed procedure and paying fees. The quarterly *Schedule of Classes* lists all courses being offered and gives step-by-step instructions for completing all registration procedures.

Students in good standing may register early in a more leisurely fashion or on the afternoon before classes begin each quarter along with several thousand others. **Early registration is definitely recommended for a better selection of classes, more freedom in obtaining the schedule you want, less hassle in general, and little or no waiting in lines.**

Students occasionally do not obtain their desired class schedule during early registration. If this occurs, you may notify the Registrar's Office by the announced deadline to cancel this schedule so that you can register the day before classes begin, or you may choose to keep this schedule and make adjustments and additions to it during the Add/Drop period the first three class days each quarter. **No student, however, who has a schedule of classes from early registration is allowed in the registration arena at regular registration when other students are attempting to register for the first time.**

See the *Schedule of Classes* for complete details on how to register, early register, and pay fees, and go by or call the Registrar's Office (836-6438, campus ext. 6438) for answers to particular questions.

Add/Drop

You may change your class schedule or register late during the first three days of class each quarter, but this is not a particularly easy thing to do. This is a critical time of the quarter, and the process of getting approval to enter classes late is fairly complicated. The student must go to each academic department affected to obtain approval for whatever change is being made in the schedule before turning in to the Registrar's staff the appropriate drop or add forms. A late fee of $15 is charged anyone who waits until these three days to register or who has early registered but fails to pay fees before this time.

Withdrawals from Class

After the first three days of class, if a student must "drop" or withdraw from a class, this course will remain on the student's record for the quarter, and a symbol of *W*, indicating withdrawal without penalty, or a grade of *WF*, indicating the student was failing at the time of withdrawal, will be entered on the record. **The first ten class days each quarter are a sort of grace period, and the student who withdraws during this time automatically receives a *W* for the course.** After that time, however, and until the midpoint of the quarter, the professor may assign a *W* or *WF*, depending upon the work the student has done in the class up to the time of withdrawal. After the midpoint of the quarter, the grade of WF is automatically assigned unless the school dean approves an exception based on unusual or emergency circumstances beyond the student's control. At any rate, be certain to withdraw officially if you cannot complete a course.

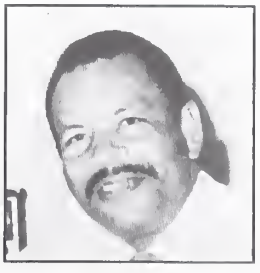
Withdrawals from School

In case you find you must completely withdraw from college during the course of a quarter, contact the Registrar's Office in Mandeville Hall (telephone 836-6438, campus ext. 6438). If your reason for leaving is lack of funds, check with the Financial Aid Office in Mandeville

Financial Aid
Phyllis Bickers
Carol Ferling
Director, Sue Myers, seated

DEVELOPMENTAL STUDIES

Some students accepted to West Georgia are required to enroll in one or more Developmental Studies courses before entering an academic major. Charles Wilson coordinates these courses and advises Developmental Studies students about their programs of study. Go to see him if you have questions about Developmental Studies. Office in Mandeville Hall.



Charles Wilson
Developmental Studies
Coordinator

Hall first. They may be able to help.

Regardless, you cannot officially withdraw without talking with someone in the Registrar's Office. At that time you'll be given further instructions for completing the withdrawal process. Who knows? You might even be due a refund. (The undergraduate catalog explains the refund policy in detail.)

Staying in School

Here's hoping it will never happen to you, but those whose academic performance falls below standards prescribed in the catalog are placed on "Academic Warning" or "Probation," or they may receive notice of "Suspension" or "Dismissal." See your catalog (Undergraduate Academic Policies) for complete information on requirements for staying in good standing.

By all means, if you realize you are getting behind in your work or are having problems studying, ask for assistance. The first person to turn to is your professor in a particular course, but you may also want to talk with your faculty advisor. You should pay a visit to the Student Development Center in Mandeville Hall. Here you will find free tutorial assistance through the S.O.S. (Sink or Swim) tutorial service, computerized assistance in building study skills, and professional counselors who may be able to help you individually or in a small group to develop better study skills and habits.

Changing Majors

It's not unusual for students to change their majors several times during their college careers. **If you entered WGC with an "undecided" major and now want to declare a major, or if you simply want to make a change, the procedure is simple:** Go to the office of the academic department which offers the major you want and obtain a change-of-major form. Complete the steps indicated on the form and turn it in to the Registrar's Office for processing. You will be reassigned to a faculty advisor in your new area of study, but because these new assignments are processed only during certain times of the quarter, you may experience a delay of several weeks before your name shows up on the new department's list of majors.

The Academic Record or Transcript

The Registrar's Office maintains permanently for every student who has ever been enrolled at West Georgia an academic record card listing personally identifying information about the student, every course the student has taken and the grade earned, quarterly and cumulative grade point averages, and a few special notations such as Developmental Studies requirements, withdrawal dates, graduation requirements met, degrees earned, etc. This record is commonly known as a "transcript," and it is a copy of this permanent record which is sent to other institutions, agencies, and employers when the student requests that a transcript of his/her record be sent.

You have the right to review your educational records maintained by West Georgia, except for certain types of confidential information which are defined by law and by institutional regulations. For a listing of what records are kept where and by whom and a full explanation of how to review these records, see Appendix G in this handbook. You'll also find in this section how to "challenge the content" of your records as well as safeguards built into the record-keeping system to assure the privacy and confidentiality of your records.

Appeals

If, after getting your grades, you're not satisfied with them and believe that the instructor made a mistake with yours, go to the instructor immediately. It may have been a simple clerical error. If there is a dispute, try and work it out with the instructor. If that fails, see the department chairman and, if necessary, the school dean. After following these steps, if you are not able to resolve the issue, you may appeal the grade to a faculty committee. See Appendix D for details of the appeals procedure.

Likewise, a student who has been academically dismissed from college may appeal to be readmitted through a subcommittee of the Faculty Senate. This

Registrar's Office
Nalda Otka
Bonnie Stevens
Dr. Gordon Finnie, Registrar

Fran Boerner
Coordinator of Testing and Assistant Director of Developmental Studies

TESTING

If life seems to be one big test, guess what? Tests don't stop at college. Francie Boerner is in charge of administering many of the tests required of all college students, such as the S.A.T. and the Regents Test. She also maintains CLEP and G.E.D. testing programs. You have to take a test to get into college and to get out of college. Francie Boerner may be one of the first and last people you'll see at WGC. Office in Mandeville Hall.

appeal must be initiated in writing by the student through the Office of the Vice President and Dean of Faculties. See Appendix E for detailed procedures.

Academic Requirements for Receiving Financial Aid

In addition to all the paperwork required to receive financial aid at the college, students must meet several major academic requirements to remain eligible for aid. For example, after attempting 90 hours or 6 quarters, whichever comes first, students must maintain a minimum 2.0 cumulative gpa. They must also complete annually at least 60% of their attempted hours with satisfactory grades in order to obtain aid the following year.

In addition, there is a limit on the total number of hours for which students may receive financial aid. All programs of study have specified course requirements and total number of hours for completion and after the student has attempted a predetermined number of hours in a degree program, s/he simply may not receive additional financial assistance from certain aid programs.

See Appendix F for specific details of how all these policies may apply to you. If you have questions about them, contact the Financial Aid Office in Mandeville Hall(telephone 836-6421, campus extension 6421).

ACADEMIC AFFAIRS

As Assistant to the Vice President for Academic Affairs, Pat Hughes coordinates many of the academic services with which students routinely come into contact. She serves as executive secretary to the Honors Program, coordinates academic advisement services, and advises all students who are jointly enrolled in high school and West Georgia. Office in Sanford Hall.

Pat Hughes
Assistant to Vice President for
Academic Affairs

EVENING STUDIES

Mr. Andy Davis is Coordinator of Evening Studies. As his title indicates, classes are available from 5:30 until 10 p.m. for students who have family or career responsibilities and cannot attend daytime classes. Office in Continuing Education building across Maple Street from front campus.

Andy Davis
Coordinator, Evening Studies

Services for Students

THE STUDENT CENTER

The Student Center is the big round building in the center of campus on Brumbelow Street. It's the focal point of activity for many student services, organizations, and functions. Read on for details.

Auxiliary Enterprises-The Auxiliary Enterprises Office is in the front of the bookstore on the top floor of the Student Center. This is where you'll go to have your I.D. card validated as a meal ticket if you buy a meal plan. Auxiliary Enterprises personnel also handle refrigerator rentals and vending machine refunds. Hours are 8:00 a.m. to 5:00 p.m. Monday-Friday.

Dr. Jimmy Stokes
Director, Auxiliary Enterprises

Bookstore-The top floor of the Student Center is the home of the college bookstore. In addition to textbooks and all of the supplies you will need for classes, the bookstore stocks a number of other items such as gifts, toiletries, gym shorts, jerseys, records and tapes, etc.

Post Office-The college Post Office is on the main level of the Student Center. All U.S. Mail services are provided here, including registered, certified, and insured mail, and purchases of money orders. An interoffice service is available through which mail may be forwarded to students and faculty on campus free of charge. Name and box numbers are required on mail sent to a student.

Dr. W. H. Smith
Associate Dean of Student Services

All residence hall students are assigned a campus post office box in the Student Center Post Office. Students residing off campus may also obtain a box by dropping by the Post Office to sign up for one.

Mail should be addressed:
Joe Doe
Box 00000
West Georgia College
Carrollton, Georgia
30118

Post Office hours are 8 a.m.-4 p.m., Monday-Friday. Students are encouraged to check their boxes daily.

Residence Life
Dr. Jon Rogers, Director
Patricia Causey
Angela Horrison

Health Services
Dr. Mary Miles, Director
Nell Fritts
Pauline Burson
Ginger Rooks
Nina Edwards

Student Offices-Several student organizations have offices located on the lower level of the Student Center. Don't be bashful! Drop by with a suggestion or offer to help out. You'll be welcomed!

Student Government Association
Student Activities Council (SAC)
The West Georgian newspaper office
Interfraternity Council and Black Greek Council
Student League

Student Activities Office-The first office on the right as you enter the Student Center is the Student Activities Office, the hub of operation for many student groups and functions. The director and her staff have their offices in the area, and they coordinate all offerings of the Student Activities Council (SAC), serve as advisors for student organizations, and organize Homecoming and many student related events throughout the year. Stop by for information about all kinds of extracurricular activities.

Snack Bar-For just plain good eatin' or good "fast food," check out the Snack Bar in the Student Center. It offers a wide variety of good things to eat and beats the prices of almost any sandwich shop around town. Hours of operation are 7 a.m.-7 p.m. Monday-Friday and 11 a.m.-6 p.m. Saturday and Sunday. Hours are subject to change to benefit students.

Though the Snack Bar is primarily a cash sales operation, students may also use their meal tickets during designated hours to purchase items at breakfast, lunch or dinner. If selections exceed the amount allotted for a meal, the student simply pays the difference in cash.

Gameroom-The gameroom, located in the basement of the Student Center, features billiards, foosball, pingpong, pinball machines, and games. It is open from 10 a.m. until 10 p.m., Monday-Friday, from 12 noon until 8 p.m. on Saturday, and from 3 p.m. until 8 p.m. on Sunday. Hours may vary, depending upon demand and availability of personnel.

I.D. Cards-Student I.D. cards are made in the basement of the Student Center. This photo I.D. card is a WGC student's

In addition to understanding the academic setup and knowing some of the people who help run things, you'll need to know where some departments and services are located. It's true that it takes new students only a few days to learn the campus, but the information and tips listed in this section are intended to make that job easier.

permanent identification and does not normally have to be replaced as long as the student remains enrolled.

Your I.D. card has many uses: as a meal card once you have paid for the meal plan and had your card validated, as your library card, as your free admission ticket to athletic events and plays, as official identification during registration, when cashing checks, when visiting the Health Center, and many more.

There is a $10.00 charge for replacing a lost I.D. card. Except during registration and add/drop each quarter, I.D. cards are made only during the posted hours. Contact the Student Activities Office in the Student Center for information about when to have a replacement card made (836-6526, campus ext. 6526).

Conference Rooms-Seven meeting/conference rooms are available in the Student Center for use by campus organizations on a reservation basis. To reserve a room, call the Student Activities Office at 836-6481, campus extension 6481.

GYMNASIUM AND OTHER RECREATIONAL FACILITIES

HPE Building, Pool and Student Recreation Center-The Health-Physical Education Building is one of the most heavily scheduled facilities on campus. Classes and team practices and games are given highest priority for use of the building, but regular hours for free swim are scheduled in the pool area, generally from 6:00 p.m. until 9:30 p.m. Monday through Thursday and from 1:00 until 6:00 p.m. on Saturday and Sunday from the first to the last day of classes each quarter.

The Student Recreation Center, known as "the pavilion" because it was once an open pavilion which has now been enclosed, is the main facility scheduled for open recreation. It is used for classes in the mornings and early afternoons, and intramural competition is also held here. Check with the Intramural and Open Recreation Office for a current schedule of open recreation times each quarter. These hours do vary depending upon seasonal athletic activity.

Intramural offices are located in the basement of the old Auditorium, which has been renovated as a recreational facility. A student weight room is also located here.

Tennis Courts-Located adjacent to the H-PE Building are six tennis courts which are open to students on a first-come, first-serve basis. As with other athletic facilities, classes and official team activities do have priority for use of the courts, which remain lighted until midnight.

Track and Playing Fields-Also open to members of the college community are the track, located just above the Food Services Building, and several practice and intramural playing fields. These areas may be scheduled for group activity by contacting the Coordinator of Intramurals and Open Recreation at 836-6617. As always, officially scheduled intercollegiate or intramural team practices and games take priority over an individual's use of any facility.

The Baseball Field, which is located adjacent to the Biology-Chemistry Building, is off limits to everyone except the baseball team and those participating in official team related activities.

Fitness Trail-A one and one-half mile fitness trail is located in the area around the track and behind the Food Services Building. Look behind Food Services for the starting point of the trail, which is open year round to all members of the college community.

RESIDENCE HALLS

Twelve major structures on campus are residence halls, in which approximately 2,500 West Georgia students live. All freshmen who are not married or do not live at home with parents are required to live on campus, and many upperclassmen choose to do so. Some halls are for men or women only, while others are co-educational with separate wings for men and women.

Except in the case of Tyus Hall, visitation hours for guests and those who do not live in the halls are limited. Visitation hours begin at noon every day and end at midnight Sunday through Thursday and at 2:00 a.m. Friday and Saturday nights. After 9:00 p.m., men must have a female escort when in a women's hall and vice versa. No escort is needed before 9:00 p.m. or in the main lobby of each building. On-campus residents as well as all guests in the halls are subject to the residence hall policies and regulations published in the Residence Hall Handbook distributed by the Department of Residence Life.

The map of the campus and the listings of numbers for all telephone pay stations in the residence halls, both of which are published in this book, will assist you in locating and contacting friends who live on campus.

LIBRARY

The Irvine Sullivan Ingram Library, located on Brumbelow Street in the

SERVICES FOR THE DISABLED

The college extends the opportunities of higher education to the physically and learning disabled as well as to the able-bodied. Handicapped students who have special needs should talk with Dr. Ann Phillips in the Student Development Center. She coordinates services for disabled students, including pre-enrollment interviews, counseling, and readers. Office in Mandeville Hall.

Dr. Ann Phillips
Services for the Disabled

center of back campus, currently houses over 275,000 volumes, more than 134,000 U.S. Government documents, and approximately 832,000 microforms. It features study and conference rooms, study carrels, microfilm and reading rooms, and research study areas for graduate students. During the academic year, the library is open during the following hours:

Monday-Thursday ... 7:30 a.m.-10 p.m.
Friday ..... 7:30 a.m.-5 p.m.
Saturday ..... 10 a.m.-5 p.m.
Sunday ..... 2 p.m.-10 p.m.
Between quarters ... 8 a.m.-5 p.m. daily (Closed weekends)
Holidays ... Closed as per notice posted

The system for circulating books and other materials dictates that a WGC I.D. card be presented to borrow materials from the library. Books are loaned for a period of two weeks and are renewable if no one else has requested them. The fine for a regularly loaned book is 10¢ per day; however, there is a six day grace period after which the full amount of the fine will be collected.

A special feature of the library is the Annie Bell Weaver Special Collections Room, dedicated in 1981 to Ms. Weaver, who was for many years the head librarian at the college. This collection contains 17,000 rare volumes and pieces of manuscript material.

You may find there are times when you'd like to use the library's late study room, open 24 hours a day during the quarter. There is an outside, ground level entrance to this area just off the academic quadrangle so that students may come and go after regular library hours.

HEALTH SERVICE

The Student Health Center, which houses both an outpatient clinic and the infirmary, is under the supervision of a full-time physician. Nurses are on duty around the clock from 3:00 p.m. on Sunday until 11:00 p.m. on Friday. The Center is in operation from the day residence halls open through the last day of exams each quarter, except during the Thanksgiving recess and the Fourth of July holiday.

For observation and minor illnesses, students are admitted to the infirmary as directed by the physician. Although most illnesses of students can be successfully treated by Health Center personnel, it is sometimes necessary to refer a student to other medical personnel or facilities for special services such as x-ray, surgery and dentistry. Whenever this occurs or whenever a student chooses the services of medical personnel or facilities other than those available in the Health Center, he or she must pay the cost. If the medication needed for treatment is not available in the Health Center, it must be purchased from a local druggist by the student.

Many tests done within the Health Center laboratory are included in the students' health fee. Other lab tests done in-house or processed by Carrollton or Atlanta laboratories are charged to the student at cost. X-rays at Tanner Medical Center also are charged to the student.

The utilization of town physicians is paid for by the Health Service if the College physician is unavailable to the nurses who deem consultation necessary or if an emergency requires the services of the hospital's emergency room and if the student has no medical insurance. An authorization slip from the College Health Center must accompany the student. The College will pay the emergency room fee, the emergency room physician fee, and ambulance transportation to Tanner Medical Center from the campus when required in an emergency situation and after the student has filed for any available medical insurance. Students must pay for drugs, laboratory work, X-rays, and other expenses incurred from emergency room usage. Any persons going directly to the hospital or doctor's office are responsible for fees incurred. Students are also responsible for all medical bills incurred during periods when the Health Service is closed.

Students should remember that, if they are covered by personal or parents' insurance, it is essential that an insurance policy number be in their possession.

Foreign students are required to have health insurance. For information the student should contact the International Student Advisor in the Student Development Center.

PUBLIC SAFETY

The Department of Public Safety, located on Aycock Drive, provides service to the college community on a 24-hour basis. The department's duties include, but are not limited to, the protection of life and personal liberties, protection of personal property, enforcement of college regulations and state statues, traffic and parking control, and the prevention of crime.

The department works with various other departments within the college and maintains a liaison with local, state and federal law enforcement and public safety agencies. FOR INFORMATION OR ASSISTANCE DURING ANY EMERGENCY, DIAL 836-6600 or ext. 6600 if calling from a campus phone.

For complete information concerning traffic regulations, parking, and traffic appeals refer to the TRAFFIC CODE pamphlet available at the Department of Public Safety. All students are responsible for knowing the rules and regulations provided in this pamphlet, a copy of which they are given when registering a vehicle with the department.

MANDEVILLE HALL

Many of the administrative offices with which students are likely to have contact are located on the front drive in a building which used to be a residence hall but is now all office spaces, Mandeville Hall. Included among these are

Library
Charles Beard, Director
Jane Sapp
Jan Ruskell
Betty Jobson
John McPherson
Dianne Atwater

the Graduate School Office, Developmental Studies and the Testing Offices, and all of the following offices in the Division of Student Services: Vice-President's Office, Admissions, Residence Life, Placement and Cooperative Education, Student Employment Referral Service, Financial Aid, Student Development Center (counseling), and the Registrar's Office. Sooner or later, everyone needs to see someone in one of these offices, so you might as well learn where Mandeville Hall is and who can be found there. Ask in any office in the building for information and directions.

FOOD SERVICES

Still referred to by some as Z-6, its architectural designation, the Food Services Building is home of the student cafeteria, which is run by ARA Services by contractual arrangements with the college. This is where weekday meals are served to those who hold meal tickets and to those who wish to buy meals on a cash basis. The Food Services Building also contains a private dining room and a large multi-purpose area on the lower level where dances, parties, movies, coffee houses and other types of entertainment are held.

Though serving times may vary depending upon the number of meal ticket holders, these are the expected hours of operation and cash prices for each meal:

Breakfast	*$2.60*	*7:00-10:00 a.m.*
Lunch	*$3.40*	*11:00 a.m.-2:00 p.m.*
Dinner	*$4.30*	*4:30-6:30 p.m.*

Three weekday meal ticket plans are available, plus a weekend plan offering 2 meals daily on Saturday and Sunday ($95). The one-meal weekday plan ($204) is for any meal once each day in Food Services or for a set allocation at the Snack Bar for one meal daily. With the two-meal plan ($320), the student may choose any two meals each day at either location, and of course with the three-meal plan ($364), the student is entitled to three meals each day. Students may alternate locations of their meals on the same day but may not use their tickets for 2 servings of the same meal in one day.

All meal plans are non-transferrable; in other words, one student's meal ticket may not be used by any other student. To do so is a violation of the student conduct code of the college and will result in the student's being referred for disciplinary action.

BUSINESS SERVICES

In Melson Hall on Front Campus Drive, the Business Office maintains on the first floor a cashier's window where students, upon presentation of their I.D. cards, may cash personal checks up to $40. The cashier's window is open from 8:30 until 11:45 a.m. and from 1:00 until 4:30 p.m. Monday through Friday. This cashier's window is also where various student fees are paid, except during registration when special fee-payment stations are located elsewhere.

For complete information about fees and charges, Business Office policies, refund regulations, cancellation deadlines, etc., see the college catalog or the quarterly class schedule, or contact the Business Office (telephone 836-6400, campus ext. 6400). Incidentally, it is University System policy that all fees and charges are subject to change at any time, but of course college officials attempt to keep students posted well in advance of any expected increases.

DAY CARE

The Campus Day Care Center is operated for the children of students, faculty and staff with first priority given to students' children. Enrollment is limited to 15 three and four year olds. Weekday hours are 8:30 a.m. to 12:30 p.m. following the schedule of regular class days each quarter.

A fee of $50 per month is charged and a non-refundable registration fee of $50 is required. For applications and further information, contact the Department of Early Childhood Education at 836-6559. Registrations for the following year are held on spring quarter registration day each March.

Admissions
Ken Terry
Jill Senfeld
Doyle Bickers, Director
Jennifer Payne
David Milford

INTERNATIONAL STUDENTS

Sylvia Shortt, a counselor in the Student Development center, is a real friend to all foreign students. If you're from another country, be sure to look her up and get to know her. She can provide assistance and advice about a wide range of concerns and will do everything she can to help you adjust to your new environment. Office in Mandeville Hall.

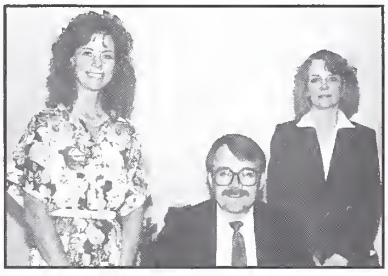
Sylvia Shortt
Coordinator, International Services

Dr. Tracy P. Stallings
Director, College Relations

Public Safety
Lt. Gary Chasteen
Diane Brooks
Lt. Ellen Rainey

Dr. Richard A. Folk
Director, Budget and Research Services

Virginia Herron
Business Services/
Financial Aid



Jackie Howle
Bruce Brewer, Director
Laura Cobb

Placement and Cooperative Education

Not only do the staff in this office help find jobs for graduates and place students in coop positions, but they also help currently enrolled students find parttime jobs during college and fulltime jobs during the summers and Christmas breaks. Office in Mandeville Hall.

Ann Phillips
Marileen Eubanks-Nichols
Sylvia Shortt
Jerry Hall, Assistant Dean of Student Services

Student Development

The counselors in the Student Development Center assist students with personal, career, and educational concerns. They offer a professional, confidential counseling service to enrolled students, and the services are free, except for a small fee for career placements tests. Offices in Mandeville Hall.

CAMPUS COMPUTING

The Computer Center at West Georgia College offers a host of computing and related support services. All faculty and students have access to the academic mainframe computer and to several microcomputer labs located throughout the campus. These resources are generally available from 10:00 a.m. to 9:00 p.m. Monday-Thursday, 10:00 a.m.-5:00 p.m. on Friday, and 3:00-7:00 p.m. on Sunday.

For further information about the computing resources, prospective users should refer to the "Handbook of Academic Computing Resources."

WGC is also tied into the University System Computer Network (USCN) which supplies computing resources to all of the state colleges in Georgia.

The Handbook and specific policies are available in the following locations.

Information and assistance is available from Academic User Services from 8:00 a.m. to 5:00 p.m. (836-6604).

M/P Apple Lab	Math/Physics bldg. rm. 113	836-6609
Business PC Lab	Sch. of Bus. bldg. rm. 134	836-6471
Advanced PC Lab	Business Annex bldg.	836-6474
Education Apple Lab	Education Center	836-6573
Sch. of Arts & Sciences	Social Science 212	836-6409
Terminal Cluster	Library	836-6609

SOFTWARE AND INTELLECTUAL RIGHTS

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy, and right to determine the form, manner, and terms of publication and distribution.
Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community.

Organizations and Activities

Student Government

Any full time undergraduate or graduate student is eligible to participate in Student Government. The S.G.A. enacts legislation which is necessary for the general welfare of the students. It receives student complaints, investigates student problems and participates in decisions affecting students.

S.G.A. is composed of an executive, legislative and judicial branch and the Freshman Council. The student body elects a President, Vice-President and Judiciary Chairman. The constitution calls for a Student Congress consisting of 20 voting representatives. Seventeen of these are from the student body at large and three are from the Freshman Council.

The S.G.A. office is located on the lower level of the Student Center across from the game room. The officers welcome you to visit the S.G.A. office and solicit your advice, participation, and support. The telephone number is 836-6526, campus ext. 6526. Officers for 1989-90 are Robby Duty, President; Tom Shafer, Vice President; Scott Bleicken, Judiciary Chair.

Student Activity Fee

Each student taking over 5 hours per quarter is required to pay a student activity fee. For this fee, students receive free admission to student drama and fine arts productions, free copies of the weekly campus newspaper *The West Georgian*, free admission to athletic events, and discounted admission to all events of The Student Activities Council. Activity money is also used to fund fine arts, athletics, debate, the concert band,opera workshops, and many other college activities. A joint committee of faculty and students makes recommendations each year on how the activity fee should be allocated to various student groups and activities.

Become involved in your Student Government Association and have a voice in saying where your activity fee money should be spent.

Student Organizations Handbook

A Student Organizations Handbook is available from the Student Activities Office. It is an absolute must for all officers of student organizations. In addition to many practical suggestions, such as how to write a constitution and how to run a meeting, the booklet contains detailed instructions and procedures for reserving campus facilities, using college-owned vehicles, getting material printed on campus, publicizing an event, inviting speakers to campus, posting notices on bulletin boards, mailing to students and others, soliciting for funds and prizes, controlling hazing, and permitting alcoholic beverages at events. The publication is also useful to anyone interested in forming a student organization

The staff of the Student Activities Office conducts an annual review of all student organizations to determine their eligibility to be registered as official student groups. They enforce the college regulations and rules relating to student organizations, including the policies on hazing, the use of alcoholic beverages at student functions, posting of advertisements for public events, and other related matters.

Contact the Student Activities Office for a copy of the *Organizations Handbook* and drop by the office if you have questions about any particular group, regulations governing student groups, how to become a member of a group, or how to get a group organized. Don't let the sometimes frantic activity in this office put you off. Hang in there and let someone know what you want. A staff member will be glad to help you.

Student Activities
Linda Picklesimer, Director
Monique Earle
Chris Geiger

Student Activities Council(SAC)

The Student Activities Council provides a variety of social, cultural, and educational programs and co-sponsors events with other campus organizations. In addition to providing entertainment at least three nights a week, SAC plans major events each quarter.

Students are encouraged to offer suggestions and join the various committees which make up the SAC. The committees include contemporary music, films, recreation, special events, publicity, lyceum, and the technical committee.

The SAC is coordinated by an executive branch composed of a chairman, secretary, and the chairmen of the seven committees. The Director and Assistant Director of Student Activities act in an advisory capacity.

Many events are free, and for others there is a nominal admission charge. The SAC office is located on the ground floor of the Student center, and interested students are welcome to stop by. The phone number is 836-6526, campus ext. 6526.

Religious Groups

Various religious organizations assume responsibility for directing religious activities on campus, encouraging church attendance, endeavoring to instill in students a deeper understanding of their faith, and engaging generally in programs of religious emphasis.

Student religious organizations include the Inter-Faith Council, the AL-IKHLAS, the Baptist Student Union, Campus Outreach, Canterbury Club, Chi Alpha, In Convenant with Christ, Presbyterians In Action, United Voices Gospel Choir, and Wesley Foundation.

Black Student Alliance

The purpose of the Black Student Alliance (BSA) is to promote positive cultural understanding through academic and social events. It organizes and promotes knowledge of African heritage and presents it through

There are good times to be had by anyone who seeks them, and always another job to be done by someone who's willing, among the more than 75 registered student groups at West Georgia. Departmental organizations. . . social, recreational and athletic activities. . . religious and service groups. . . fine arts for performers and patrons. . . honorary and academic pursuits. . . intramural and intercollegiate sports. . . student government. . . parties and entertainment. . . Do something constructive, and HAVE FUN!

extracurricular programming. BSA is open to all members of the WGC community who wish to gain a greater understanding of African culture.

Student Publications

The West Georgian is the student edited and managed campus newspaper, distributed free at various campus locations on Wednesdays. All students are invited to work on the staff in news, sports, arts, and photography. The office is located on the lower level of the Student Center and the phone number is 836-6527, campus ext. 6527.

The *Eclectic* is a literary magazine published each spring quarter. It contains poetry, prose, art, and photography. Material should be submitted to *Eclectic* in care of the WGC English Department. A brief biographical publication sketch is requested.

WWGC FM 90.7 and Campus Closeup

WWGC-FM, the college radio station, is managed and operated by students and provides change-of-pace entertainment for the campus and surrounding areas as well as valuable instruction and experience for those students in the mass communications field. *West Georgia Closeup*, which airs quarterly on the local cable TV network, provides similar opportunities for those students interested in television production.

The Arts

From Broadway plays to opera to jazz bands, West Georgia College's fine arts departments offer many opportunities for student performance. Both music and speech-theatre productions are scheduled year round with many performance groups active on campus.

Several exhibit areas in the Humanities Building are the scene of frequent student and faculty art exhibits as well as occasional traveling exhibits.

Music

The Concert Choir is a large choral group which makes concert tours both in and out of state and which has, on occasion, been selected for Eastern European tours.

The Chamber Singers is a small choral group noted for singing madrigals. This group presents an annual Christmas celebration in full costume of old England.

The WGC Marching Band is one of the larger musical groups on campus. The West Georgia Wind Ensemble, the Concert Band, and the Jazz Ensemble frequently tour high schools in the state performing contemporary band literature.

Opera Workshop is another highly entertaining musical activity and has for several years presented performances of major operas. There are a number of other small choral and instrumental groups which perform quarterly on campus.

Theatre

One Flew Over The Cuckoo's Nest, The Diary of Anne Frank, and *Crimes of the Heart* are among past theater productions. Each fall a major drama is staged for a week-long run.

Winter quarter offers major productions such as *Who's Afraid of Virginia Wolfe* as well as well as a festival of student directed one-act plays.

Music and theatre combine in the spring for a week-long performance of a musical such as *South Pacific, Fiddler on the Roof,* and *Oklahoma.*

Debate

West Georgia College has an outstanding debate program. In 1979 the college's top team ranked third in the entire nation, and in the 1980-81 season, two West Georgia teams received first round bids to go to the national Debate Tournament. This was only the second time that any school in the southeast had received two first round bids. For more than ten consecutive years WGC has been invited to compete for the national championship.

Debate coach Dr. Chester Gibson has received many awards for his work in the debate program and was recently presented the National Coach of the Year award by the Philodemic Debating Society of Georgetown University.

Intramural Sports

West Georgia College provides an excellent program of year-round intramural athletic activities for both men and women. A variety of team and individual events is scheduled so that every student has the opportunity to participate. Team sports include flag football, basketball, soccer, tug of war, volleyball, softball, wrestling, etc. Badminton singles, horseshoes, tennis singles, cross country, bike race, and weightlifting are some of the individual sports offered.

Students desiring to participate may join existing teams or form their own. Regardless of the type of activity, every student must sign the "Waiver of Liability" and "Assumption of Risk" forms which are available in the Intramural Office. For additional information and schedules, contact the Coordinator of Intramurals and Recreation, telephone 836-6617, campus ext. 6617, located in the basement of the old Auditorium.

Intercollegiate Athletics

West Georgia College has not only one of the most varied intercollegiate athletic programs among college division schools nationally, but it is among the most successful as well.

The College fields men's intercollegiate athletic teams in baseball, basketball, cross country, football, golf and tennis, while women's programs are offered in basketball, cross country, softball, tennis and volleyball. All of West Georgia College's men's and women's teams are affiliated with Division II of the National Collegiate Athletic Association (NCAA).

Ruth Dicks
Director of Intramurals

West Georgia College is a member of the nine-school Gulf South Conference which represents Georgia, Alabama, Mississippi and Tennessee. The Conference boasts 19 national championships in eight sports since 1970 and annually places teams in the championship tournaments of virtually every sport of NCAA Division II competition.

Unique to West Georgia is that the Braves have to their credit the state's first and only national collegiate basketball championship. Also, since West Georgia became a Gulf South Conference member, the Braves have captured two league basketball titles.

When football was re-established at West Georgia in 1981 after an absence of twenty-three years, a predominantly freshman team startled the college football world by turning in an unbeaten season and earning a number six national ranking. In 1982, the Braves won the national championship in Division III, thereby making West Georgia one of only six schools in the nation ever to win national titles in both football and basketball.

West Georgia also is noted for its women's intercollegiate athletic teams. The women's basketball team won the conference title in 1989. Volleyball also has been successful, having won numerous state championships.

Greeks

As in many other American colleges and universities, fraternities and sororities play a distinctive role at West Georgia College. They offer opportunities for students to develop lasting friendships, contribute to the broader community through service, and participate in social, cultural, and athletic activities. Eighteen Greek letter social organizations are represented on the West Georgia College campus.

A Black Greek Council, Interfraternity Council, and Panhellenic Council exist to govern the fraternities and sororities. Among other responsibilities, the three councils coordinate membership selection process standards (Rush) for group conduct, plan various activities such as Greek Week and service projects, and design public relations publications.

Panhellenic formal Rush is held the week before classes begin for fall quarter. During the summer, registration forms are sent to all women accepted to West Georgia for the fall quarter. There is a minimal charge to cover the cost of activities for the week.

Panhellenic, The Black Greek Council, and Interfraternity Council also hold open Rush functions the first two weeks of each quarter. Information can be obtained from announcements on bulletin boards, individual fraternity or sorority members, or the Student Activities Office. All students, depending upon individual fraternity or sorority rules, are invited to participate in Rush.

The Greek social organizations are listed below:

Black Greek Council-

Fraternities	Sororities
Alpha Phi Alpha	Alpha Kappa Alpha
Kappa Alpha Psi	Delta Sigma Theta
Omega Psi Phi	Sigma Gamma Rho
	Zeta Phi Beta

Interfraternity Council-Fraternities

Alpha Tau Omega	Pi Kappa Alpha
Chi Phi	Sigma Nu
Kappa Sigma	Tau Kappa Epsilon

Panhellenic Council-Sororities

Alpha Gamma Delta	Delta Delta Delta
Alpha Xi Delta	Kappa Delta
Chi Omega	Phi Mu

Honorary Groups

Alpha Kappa Delta-An honor society in sociology, open to students with 3.0 average in sociology courses and a 3.0 overall GPA.

Alpha Lambda Delta-Encourages superior scholastic achievement among female students in their first year, open to those who have completed 15-45 quarter hours with a GPA of 3.5 or better.

Beta Gamma Sigma-National business honor society, encourages scholarship among business students and fosters integrity in the business world.

Delta Omega Chi-Pre-med honor society for juniors and seniors, with invitations to membership based on academic excellence and interest in the medical field.

Gamma Theta Upsilon-An international honorary geographical society. Regular members must have completed 3 courses in geography with a 3.0 overall GPA.

Ingram Scholars-An organization whose dual purpose is to recognize superior scholarship and, through monthly meetings, to encourage faculty-student interaction. Membership by invitation based upon academic performance.

Kappa Delta Pi-An honor society for junior, senior, and graduate students who excel in the area of education.

Kappa Mu Epsilon-A national mathematics honor society. Membership is based on excellence in math courses and a superior college academic record.

Omicron Delta Kappa-A leadership honorary for junior and senior men and women.

Order of Omega-a national Greek leadership society based on scholarship and service to the Greek system.

Phi Alpha Theta-An international honor society in history. Membership is based on an overall GPA of 3.0 and 3.0 in twenty hours of history.

Phi Delta Kappa-A professional education fraternity. Prospective members must be approved by members and must have a baccalaureate or earned graduate degree.

Phi Eta Sigma-encourages and rewards high scholastic attainment among freshmen in institutions of higher learning.

Phi Kappa Phi-Emphasizes scholarship and stimulates mental achievement by the prize of membership, which is by invitation to seniors and graduate students.

Phi Mu Alpha-An honor society promoting excellence in music.

Phi Sigma Iota-Foreign language honor society for juniors, seniors, graduate students and faculty. Requires overall B average and B average in foreign languages.

Pi Gamma Mu-National honor fraternity

for the social sciences, it promotes interest in and recognizes excellence of students in the social sciences.

Pi Sigma Alpha-A national political science honor society. Members must attain high standards of scholarship in both political science and all their academic work.

Sigma Alpha Iota–A national honor society for female students studying toward a degree in music. Members must maintain a GPA of 3.0 in music classes.

Sigma Tau Delta-A national honor society for the purpose of stimulating interest in literary activities. Members must maintain a GPA of 3.0 in English courses.

Departmental Organizations and Professional Fraternities

Accounting Club
Alpha Kappa Psi (Business Administration)
American Institute of Biological Sciences
Anthropology Club
Computer Club
French Club
Geology Club
Marketing Club
Men's Glee Club
Phi Beta Lambda (Business Education)
Physics-Engineering club
Society of Criminology
Spanish Club
Student Council for Exceptional Children
Student Georgia Association of Educators (SGAE)
Student Nurses Association
Student Wellness Advisory Team
West Georgia Theatre Company

Special Interest Groups

Adventure Gaming Society-promotes the constructive use of imagination through adventure gaming and science fiction and fantasy arts.

Aikido Club-Promotes the arts of Aikido, both the martial arts skills and philosophy of life.

Black Student Alliance-Addresses minority concerns through social and educational programs.

Bravettes Drill Team-Provide halftime entertainment during games and acts as a pep squad.

Cavaliers club-Assists Alpha Kappa Alpha sorority with its projects and activities.

Cheerleaders-Promotes spirit during football and basketball games.

Chess Federation-Provides recreation and promotes the art of chess on the campus.

Circle K-Provides opportunities for leadership training in service to the campus and community and promotes good fellowship and high scholarship.

College Republicans-Promotes the principles of the Republican Party among WGC students and aids in the election of Republican candidates at all levels of government.

Flag Corps-Coordinates halftime performance with the Marching Band during football season and promotes school spirit.

Gay/Lesbian Awareness-a support group that also promotes public education and awareness concerning issues of the gay and lesbian populations.

Honors Council-Represents students participating in the WGC Honors Program and plans events of interest to Honor Students.

International Club-With membership open to all international students at WGC, the group learns about lifestyles and culture of the U.S. and other countries, make trips, and informs others of various cultures of the world.

Judo Club-Develops its members physically to help them defeat their competitors in tournament play and encourages the perfection of their characters.

Majorettes-Perform at half-time football and basketball games. Open to students who demonstrate experience in twirling.

Men's Volleyball Club-Organizes men who demonstrate a desire to participate in a competitive non-contact sport in the form of volleyball.

National Organization for Women-Brings women into full participation in the mainstream of American society now, exercising all privileges and responsibilities thereof in truly equal partnership with men.

Position One Dance Company-A contemporary dance group, whose male and female members are selected by audition, performs jazz, country, and modern dances.

PSI Club-Designed to increase the awareness and understanding of psychic phenomena.

Residence Hall Association-Provides programming, development, and unity among campus residence halls. Open to representatives from each hall.

Soccer Club-An intercollegiate club open to men who demonstrate a skill in playing soccer.

Sports Medicine Club-Composed of athletic team trainers and other interested students, the group promotes knowledge of athletic training and sports medicine.

Student Activities Council (SAC)-Produces, promotes and presents social, cultural, and entertainment programs funded by student activity fees.

Student League-Promotes WGC by participating in orientation and visitation days and promotes leadership development among student groups.

Students for America-Promotes the principles of economic freedom, political liberty, responsible government and Judeo-Christian values among WGC students.

Swordsmanship Club-helps members develop a proficiency in one or more styles of swordsmanship.

United Voices Gospel Choir-Promotes spiritual growth, fellowship, unity, and creates a spiritual atmosphere among students by sharing through song and praises with the communities of Georgia.

West Georgia Gems-serve as hostesses at all Brave's home football games and during official visits by recruits after football season.

West Georgia Right to Life-Educates the student body on the issue of abortion.

WWGC Album 91-Student-run campus radio station.

Young Democrats-Promotes the policies and practices consistent with the highest principles of the Democratic Party, supports Democratic candidates and promotes political power by young people.

Rights and Responsibilities

Rules and Regulations

The College has formulated a number of policies and standards of which you will need to become aware. Many of these are included in this section of the handbook and in the Appendices. Read these at least once so that you'll know where to look in the future.

If you're unsure about any policies mentioned here, there are some places to go for information. For example if you're planning an event and need assistance, stop by the Student Activities Office in the Student Center or telephone 836-6526, campus ext. 6526. Questions concerning personal conduct should be directed to the residence hall staff or the Vice President's Office in Student Services, Mandeville Hall; telephone 836-6423, campus ext. 6423. Problems with academic standards should be taken to your department chairperson's office or to the appropriate school dean.

Remember: if in doubt about anything you plan to do, consult this handbook or the appropriate office or document.

Other college publications containing rules and regulations with which students should become familiar are the Residence Hall Handbook (available from the Office of Residence Life), the Traffic Code (a booklet distributed by the Department of Public Safety), and the WGC Catalog.

Personal Conduct

The following passage comes from the introduction to the Student Conduct Code of WGC and should be taken to heart:

"Students are admitted to West Georgia College with the expectation that they will have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the college, and the laws of the community, state and nation, and to respect the standards of their fellow students.

"College regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. By the act of registration the student implies an acceptance of the standards and regulations which are stated in this handbook and in other publications of the college."

A complete statement of the Student Conduct Code, its rules, procedures, guarantees of students rights, disciplinary measures, and appeal procedure is given in Appendix A of this handbook.

Student I.D. Cards

Each student who registers and pays fees receives a photo identification card. The same card is used during a student's entire enrollment at WGC by being validated as the student pays fees each quarter during registration. **These cards are non-transferrable** and are made available free of charge to students. There is a replacement cost of $10 should the card be lost or destroyed. Cards are made by the Student Activities Office staff in the Student Center, lower level.

Since the card has so many uses, students should carry it with them at all times. It's used to check books and other items out of the Library, to complete financial transactions with the Business Office, as an admission ticket to sporting and cultural events, for identification purposes by personnel in the Registrar's Office, Testing Office, Health Service and Public Safety Department, and is validated as the student's meal ticket.

Should a college official in carrying out official duties request that a student surrender his/her I.D. card, the student is obligated to comply with the request. If a student withdraws from school, the I.D. card must be turned in to the Registrar's Office in Mandeville Hall.

In addition to official college functions, you'll find the student I.D. is also very useful off campus, especially when cashing checks in town or confirming your student status for discount admissions, student promotions and the like.

I.D. Cards for Student's Dependents

Because of demands to make college activities more accessible to dependents of West Georgia students, the college has instituted an I.D. card for spouses and children of West Georgia students. These cards entitle the holders to participate in the following functions on the same basis as WGC students: movies, game room, basketball games, football games, concerts, special events, theater productions, gym facilities, and library.

The cost for a student dependent I.D. card is $15 a year for adults, $7.50 per year for dependents aged 6-17, and free for children under the age of 6. The fee is prorated: adults pay $15 in the fall quarter, $10 in the winter, and $5 in the spring quarter. Children aged 6-17 pay $7.50 in the fall quarter, $5 in the winter, and $2.50 in the spring. The cost for a card to be effective in the summer only is $5 for adults and $2.50 for children aged 6-17.

Contact the Student Activities Office in the Student Center for information about obtaining student dependent I.D. cards.

The Traffic Code and Designated Parking Zones

Everyone who operates or parks a vehicle on campus is required to register with the Department of Public Safety in Aycock Hall. With so many cars and limited parking spaces in certain areas, it is necessary to have a system of designated parking zones on campus.

Residence hall students are assigned to zones near their halls, commuting students are assigned to other areas, and the faculty and staff also have approved zones. There are some larger, outlying parking areas which are unrestricted so far as the zoning is concerned. The decal or parking permit affixed to the rear left bumper of vehicles designates the approved parking zone for that vehicle, and drivers who park in inappropriate zones will be ticketed with parking violations. This system is designated to limit traffic flow within the campus so

By most definitions, whether based on legal age limits or other criteria, college students are adults, and as members of the college community, they are generally treated as such. What frequently is not so obvious at first, however, and sometimes not so comfortable, is the corresponding feature of this arrangement – responsibility.
This section of the handbook is designed to acquaint students with some of their rights and responsibilities as West Georgia College students.

that it will not become more and more congested.

Inevitably, there are some students who flagrantly ignore parking regulations, and some of these will accumulate parking tickets by the score, resulting in "holds" being placed on their registration for classes for next quarter because of the large bill they owe the college. To avoid a hassle, pay all traffic and parking tickets promptly.

A Traffic Appeals Committee, headed by the elected Student Judiciary Chairman, meets regularly to hear appeals on parking tickets and related matters. All moving violations which occur on campus, however, are handled through the city or state courts and cannot be appealed through the Traffic Appeals Committee. See the Traffic Code booklet, available from the Department of Public Safety, for complete details about registering vehicles, traffic and parking areas, and the appeals procedure in parking related cases.

Peaceful Demonstrations

The following statement gives the policy of the college allowing peaceful demonstrations and expressions of dissent. See Appendix C for a full statement of the philosophy and policy of the Board of Regents of the University System regarding disruptive behavior.

Recognizing the rights of free speech and peaceful assembly as fundamental to the democratic process, the college supports the right of students to express their views or to peacefully protest and peacefully dissent against actions and opinions with which they disagree.

On-campus demonstrations, cleared at least 48 hours in advance through the office of the Vice President for Student Services, may be conducted in areas which are generally available to students provided such demonstrations are conducted in an orderly manner, do not interfere with classes, scheduled meetings and ceremonies, or with other events and processes of the College.

Non-members of the college community shall not be permitted to engage in activities which disrupt, obstruct, or in any way interfere with the pursuits of teaching, learning, campus activities, or any college process.

Alcoholic Beverage Policy

Georgia law requires that individuals be 21 years of age or older in order to possess or consume alcoholic beverages; therefore, the policy below has been adopted. For additional information on a student's personal responsibility regarding alcoholic beverages, see the Student Conduct Code, Appendix A.

1. Alcoholic beverages will not be served nor brought into any function on campus at which persons under the age of twenty-one will be present.
2. Consumption of alcoholic beverages is prohibited in all areas of the campus other than individual residence hall rooms and those authorized in item 3 below.
3. Alcoholic beverages (beer and wine only) may be served at or brought to scheduled events on campus where persons under the age of twenty-one will not be present in the Food Service Building, the Pavilion, the Alumni House, and the area known as Love Valley. All such events must be approved by the Vice President for Student Services or his designee, who will require appropriate supervision.
4. The sale in any manner of alcoholic beverages is prohibited. The legal definition of "sale" includes exchange of money, before, during or after the events, including but not limited to coupons, admission charges, and "donations."
5. No college funds, including Student Activities funds and residence hall social fees, shall be used to purchase alcoholic beverages.
6. The furnishing of alcoholic beverages to persons under the age of twenty-one and the possession or consumption of alcoholic beverages by persons under the age of twenty-one will subject the violator to college disciplinary action and/or arrest.
7. No alcohol can be served at any Rush function.
8. Advertising of events at which alcoholic beverages will be served cannot include references to alcohol nor imply sponsorship by the college.

Alcoholic Beverage Guidelines For Student Organizations

A sponsoring organization and its officers may be held legally accountable for incidents arising from the misuse of alcoholic beverages, including consumption by persons not twenty-one years of age or older and serving of alcoholic beverages to intoxicated individuals. The following suggested guidelines should be followed when an organization permits alcoholic beverages to be served or brought to a function away from the campus. Student organizations planning to sponsor events off campus at which alcoholic beverages will be consumed are asked annually to attend a workshop which is conducted by the Office of Student Activities and addresses legal problems and other concerns related to such events.

1. Events utilizing alcoholic beverages should be in accordance with all laws. The officers of the organization sponsoring the event are responsible for seeing that all members and guests comply with applicable laws and college policies.
2. The organization should emphasize that participants should not drink and drive.
3. Non-alcoholic beverages should be made available. Food should always be served when alcohol is present. These should be high protein items (cheese & crackers, hot dogs, pizza, etc.). If popcorn and peanuts are served they should be unsalted.
4. Intoxicated individuals should not be served. Non-drinking individuals should be in attendance to monitor the consumption of alcoholic beverages.
5. Alternatives to drinking should be offered. Diversions should be available (dancing, television, etc.)
6. The organization should stop serving

alcoholic beverages at least one hour before the function ends.

7. No contest involving alcohol should be encouraged.
8. Open parties, meaning those with unrestricted access, which are structured around the consumption of alcoholic beverages, should be prohibited.
9. The organization and its members should not force drinks on their guests.
10. Fraternities, sororities, and other organizations should develop and support programs that seek to educated members on alcohol awareness.

Hazing

All hazing is forbidden at West Georgia. Both the Student Conduct Code, which defines acceptable limits on personal conduct, and policies approved for the operation of student organizations strictly prohibit hazing of any kind. The Student Conduct Code says "All rites and ceremonies of induction, initiation or orientation into college life or into the life of any college group which tend to occasion or allow physical or mental suffering are prohibited." All students should also read the much more complete definition of hazing as it relates to the conduct of student organizations. It is quoted in Appendix B.

Confidentiality of Student Records

In 1974 the U.S. Congress passed a law, the Family Educational Rights and Privacy Act (FERPA), which states that an educational institution must establish a written policy concerning the confidentiality of student education records and that students must be notified of this statement of policy and their rights under the legislation. In accordance with the Act, students at West Georgia College are hereby notified that they have the following rights.

1. The right to inspect and review their own educational records covered by the Act.
2. The right to challenge (seek correction of) the contents of these records.
3. The right to a hearing, if necessary, for a fair consideration of such a challenge.
4. The right to place an explanatory note in the record in the event that the challenge of contents is unsuccessful.
5. The right to withhold directory information from publication.
6. The right to control, with certain exceptions, the disclosure of the contents of their records.
7. The right to be informed of the existence and availability of the institutional policy concerning FERPA rights.
8. The right to report violations of FERPA legislation to the U.S. Department of Education.

See Appendix G of this handbook for a complete list of educational records maintained on students, the custodians of those records and specific policies and procedures for administering the steps required by FERPA.

"Home Away From Home"

Carrollton, a growing suburban home of 18,000 people, is also the home-away-from-home for over 4,000 of West Georgia College's 6,500 students. You will be pleased to find how much a city of its size has to offer to college students and that you don't have to leave Carrollton to satisfy most of your off-campus needs.

The students of West Georgia College and the people of Carrollton have traditionally enjoyed a mutually cooperative relationship. Despite Carrollton's rapid growth, you will find that it still possesses a friendly, down-home atmosphere.

The College urges you to treat Carrollton, your home-away-from-home, as you would your own home. . .with respect for its laws, its property, and its people.

Many students have utilized Carrollton's resources and gotten to know its people. Community involvement is a valuable experience in your total education, and the College encourages you to "discover Carrollton" while you are here.

Use of College Facilities

As any WGC student who has attended summer school knows, facilities at the college are sometimes used by others than students and faculty. This is clearly demonstrated by the large number of drill teams, sports camps, band groups and others who visit the campus during the summer. The following guidelines have been adopted by the college to govern such use by non-college personnel.

1. Invited guests are allowed use of college facilities provided they are:
   a. Invited by an individual student for a specific occasion.
   b. Invited by an agency of the college for conferences, special functions, tours, or official visits.
   c. Invited by a recognized student organization to attend specific programs.
2. Public Service programs or meetings which include:
   a. Programs of a special nature which are principally designed to provide members of the college community with viable linkages with a larger city community on matters of social and cultural relationships and with public service projects or activities.
   b. Activities sponsored by recognized non-profit service organizations for which no other suitable facilities are available within the local area and for which it can be clearly demonstrated that a major public or institutional benefit would be rendered.
   c. Programs sponsored by outside organizations or groups, mainly in the summer months, in which pre-college students participate and when such programs are determined to be in the best interest of the college.

Weather/Emergency Closing

Because of the difficulty of making up lost time, classes are cancelled only in

extreme circumstances. In the event of emergency college closing, announcements will be made over the campus radio station as well as radio stations in Carrollton, Newnan, Bremen, and Douglasville, and radio and television stations in Atlanta.

Occasionally, students commuting to the campus from distant points encounter weather which makes travel difficult; students are advised to use their best judgement in those situations and to consult with individual faculty members as to making up lost class time.

The college reserves the right to schedule additional class sessions should some be cancelled.

Official announcements about class cancellations will be made only by the President and/or the Department of Public Relations.

Information on closing can also be obtained by calling the Department of Public Safety, 836-6600 (day and night), or the Department of Public Relations, 836-6464 (daytime only).

Student Voting Privileges

Students are encouraged to vote in all federal, state, and local elections. Until recently, in fact, classes were canceled on election days for both Georgia and federal elections, but this is no longer the case. Board of Regents' policy now states: "A student whose class schedule would otherwise prevent him or her from voting will be permitted an excused absence for the interval required for voting."

Students should plan to submit absentee ballots when they will be away from home on election days, and they should apply for the absentee ballot well in advance of the election date.

Students may register to vote in the Irvine S. Ingram Library on the campus.

Classification of Students for Tuition Purposes

A student is responsible for registering under the proper classification as an in-state or out-of-state student. A student classified as out-of-state who believes that he or she is entitled to be reclassified as in-state may petition the Registrar for a change in status. The petition must be filed no later than midterm in order for the student to be considered for that quarter. If the petition is granted, reclassification will not be retroactive to prior quarters. The necessary forms for this purpose are available in the Registrar's Office.

A student whose reclassification petition is denied by the Registrar may, within five working days or one calendar week, appeal that decision. Complete appeal procedures are available from the Offices of Registrar and Vice President for Student Services, both in Mandeville Hall.

Advertising, Solicitation, and Selling

These policies and procedures have been approved and are applicable to all members of the college community:

1. Advertising, solicitation and selling of a commercial nature, directly by a vendor or through a campus organization, are not permitted except in campus publications and through contractural arrangements with the college Business Office as stipulated in the policies of the Board of Regents.

2. Non-commercial selling by college-related organizations and distribution of non-commercial information are allowed in public areas when approved by the Office of the Vice-President for Student Services, which shall establish reasonable guidelines as to time and place.

3. The following procedures shall be followed concerning the solicitation of businesses and individual on or off the campus for contributions to projects or organization of the college:

   a. There shall be no soliciting of funds, prizes or awards for scholarships, loans, grants, equipment, supplies, or other purposes unless it is approved by and in cooperation with the Office of the Director of Development and/or others expressly authorized by the President.

   b. The privilege of selling advertising is restricted to *The West Georgian* unless specific authorization is granted by a committee consisting of the Director of Development, the Director of Public Relations and the Director of Student Activities.

Psychological Instability

Students showing evidence of psychological instability that may pose danger to themselves or to others, or may interfere with the normal functioning of the college, may be required by the Office of Student Services to see a psychologist or psychiatrist. If the student does not secure psychological help, or if the student's behavior warrants it, he or she may be withdrawn from the college. Confirmation from a psychologist or psychiatrist that the student may return to the college without danger to self or others and will not disrupt the normal functioning of the college is necessary for readmission.

Sexual Harassment Banned

Sexual harassment is a very sensitive issue, and charges of sexual harassment can lead to very real legal ramifications for both employees and students of an educational institution. Legal bases for claims of sexual harassment may be made under Title VII of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, and Executive Order 11246. An offender is subject to criminal liability for assault and battery and civil actions for tortious interference with an employment contract, intentional infliction of emotional harm, breach of contract or interference with the performance and progress of students. Sexual harassment will not be tolerated by the college and may be grounds for immediate suspension, dismissal or other appropriate actions.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or

academic standing, or

2. Submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting an individual, or
3. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment.

An aggrieved student who wishes to file a complaint involving sexual harassment should initiate this complaint by discussing the grievance with the appropriate dean or director. From that point forward, this official will advise the student appropriately regarding additional steps in the grievance process.

To obtain a copy of the institution's complete policy statement on sexual harassment or to ask questions concerning sexual harassment, students should contact one of these offices:

Affirmative Action Office
222 Mandeville Hall
Telephone 836-6435
Campus Extension 6435

or

V.P. for Student Services
116 Mandeville Hall
Telephone 836-6423
Campus Extension 6423

Students must be aware that they too can be charged with sexual harassment if they make unwanted sexual advances.

Preventing Sexual Assault

About half of all sexual assaults are committed by someone known to the victim. Many of these are termed "date rape," where the woman is coerced into unwanted sexual activity by her date. Just as in the case of preventing or stopping rape by a stranger, common sense and assertiveness are important. Rape is rape; whether or not you know the rapist doesn't make it any less rape.

If someone you know makes unwanted advances, don't be afraid to resist strongly. If you say "No," do whatever is necessary to get the point across. If you are going out on a blind date or with someone you met casually, you might ask yourself a few questions such as: Do I know anything about this person? Where are we going? Do I have enough money to get back home by myself? Will other people be around? Does anyone else know where I am going? **A little advance thought may prevent you from finding yourself in a vulnerable situation later.**

Directory

Problem Solving Guide

Problem	Where to Go	Place	Telephone*
Academic			
Advisement	Academic Advisor	Respective Office	
Probation	Administrative Asst.to V.P.	Sanford	836-6445
Regulations	Administrative Asst. to.V.P.	Sanford	836-6445
Activities	Student Activities Office	Student Center	836-6526
Add or Drop Courses	Registrar's Office	Mandeville	836-6438
Addresses	Registrar's Office	Mandeville	836-6438
Athletics			
Intercollegiate	Athletic Department	H/PE	836-6533
Intramurals	Intramurals Office	Old Auditorium Basement	836-6617
Auditing Classes	Registrar's Office	Mandeville	836-6438
Bills, Fee Charges	Business Services	Melson	836-6400
Books & Supplies	Campus Bookstore	Student Center	836-6523
Caps & Gowns	Campus Bookstore	Student Center	836-6523
Catalogs	Admissions	Mandeville	836-6416
Changing Majors	Academic Department	Respective Office	
Check Cashing	Business Services	Melson	836-6400
Closings, Emergency	Public Safety	Aycock	836-6600
Commencement	Pubic Relations	Bonner House	836-6424
Continuing Education	Continuing Education	Continuing Education Building	836-6610
Co-op	Co-op Education Office	Mandeville	836-6431
Counseling			
Academic	Advisor	Respective Office	
	Student Development	Mandeville	836-6428
Career	Student Development	Mandeville	836-6428
Handicapped	Student Development	Mandeville	836-6428
Personal	Student Development	Mandeville	836-6428
Credit by Examination	Testing Office	Mandeville	836-6435
Declaring Majors	Academic Department	Respective Office	
Degree Application	Registrar's Office	Mandeville	836-6438
Directory Information	Student Services	Mandeville	836-6425
Dining Services	Dial complete numbers:		
	Food Service Cafeteria	Food Service Building	832-1496
	Snack Bar	Student Center	832-3959
Emergencies	Public Safety	Aycock	836-6600
Employment	Placement Office	Mandeville	836-6431
Events & Activities	Student Activities Office	Student Center	836-6481
Fees & Payments	Business Services	Melson	836-6400
Final Exam Schedule	Registrar's Office	Mandeville	836-6438
Financial Aid	Financial Aid Office	Mandeville	836-6421
Foreign Student Affairs	Student Development	Mandeville	836-6428
Fraternities	Student Activities Office	Student Center	836-6526
GI Bill Benefits	Registrar's Office	Mandeville	836-6438
Grades	Professor	Respective Office	
	Registrar's Office	Mandeville	836-6438
Graduate School	Graduate School Office	Mandeville	836-6419
Graduation	Registrar's Office	Mandeville	836-6438
Honors Program	Academic Affairs	Sanford	836-6445
I.D. Cards	Student Activities Office	Student Center	836-6526
Information	Student Services	Mandeville	836-6423
Internships	Placement Office	Mandeville	836-6431
Jobs	Placement Office	Mandeville	836-6431
Library	WGC Campus Library	Ingram Library	836-6492

*If dialing from a campus phone, dial only the last four digits.

Problem	Where To Go	Place	Telephone*
Locate students	Student Services	Mandeville	836-6425
Lost and Found	Public Safety	Aycock	836-6600
Meal Tickets	Campus Bookstore	Student Center	836-6523
Medical Services	Health Services	Health Center	836-6452
Organizations	Student Activities Office	Student Center	836-6526
Parking			
Permits	Public Safety	Aycock	836-6600
Payment of Fines	Public Safety	Aycock	836-6600
Appeals of Fines	Public Safety	Aycock	836-6600
Placement Service	Placement Office	Mandeville	836-6431
Post Office	Campus Post Office	Student Center	836-6522
Police, Campus	Public Safety	Aycock	836-6600
Radio Station	WWGC FM	Geography	836-6459
Reading & Study Skills	Developmental Studies	Mandeville	836-6435
	Student Development	Mandeville	836-6428
Readmission	Registrar's Office	Mandeville	836-6438
Refrigerator Rentals	Campus Bookstore	Student Center	836-6523
Registration	Registrar's Office	Mandeville	836-6438
Residence Halls	Residence Life Office	Mandeville	836-6426
Residency Classification	Registrar's Office	Mandeville	836-6438
Scheduling Campus Activity	Student Activities Office	Student Center	836-6481
Scholarships	Financial Aid Office	Mandeville	836-6421
Sexual Harassment	Affirmative Action	Mandeville	836-6435
Social Security Benefits	Registrar's Office	Mandeville	836-6438
Sororities	Student Activities Office	Student Center	836-6526
Student Government	Student Government Office	Student Center	836-6526
Student Handbook	Student Services Office	Mandeville	836-6423
Summer School	Registrar's Office	Mandeville	836-6438
Transcripts	Registrar's Office	Mandeville	836-6438
Transfer Credit Evaluation	Registrar's Office	Mandeville	836-6438
Transfer Students	Admissions Office	Mandeville	836-6416
Transient Permission	School Dean	Respective Office	
Tutoring	Student Development	Mandeville	836-6428
Veterans Benefits	Registrar's Office	Mandeville	836-6438
Visitor Parking Pass	Public Safety	Aycock	836-6600
Weather Closings	Public Safety	Aycock	836-6600
Withdrawal			
From Course	Professor & Departmental Office		
From College	Registrar's Office	Mandeville	836-6438
Work/Study Program	Financial Aid Office	Mandeville	836-6421

*If dialing from a campus phone, dial only the last four digits.

ACADEMIC DEPARTMENTS

Department	Chairperson	Building & Room No.	Telephone*
Accounting & Finance	Dr. Ara G. Volkan	Business, 007	836-6469
Administrative Systems and Business Education	Dr. Don Crawford	Business, 142	836-6475
Art	Mr. Bruce Bobick	Humanities, 321	836-6521
Biology	Dr. Edward Gilbert	Biology/Chemistry, Main off.	836-6547
Chemistry	Dr. Lucille Garmon	Biology/Chemistry, 106	836-6550
Counseling & Educational Psychology	Dr. Arthur L. Sanders	Education, 208-A	836-6554
Developmental Studies	Mr. Charles Wilson	Mandeville, 222	836-6435
Early Childhood Education	Dr. Harry Morgan	Education, 200	836-6559
Economics	Dr. Richard F. Fryman	Business, 46	836-6477
Educational Leadership	Dr. Price M. Michael	Education, 105	836-6557
English	Dr. James Mathews	Humanities, 139	836-6512
Foreign Languages	Dr. Dorothy M. Joiner	Humanities, 154	836-6515
Geography	Dr. Jim O'Malley	Geography, Main Office	836-6457
Geology	Dr. Summer Long	Callaway, 101	836-6479
History	Dr. Stephen Hanser	Social Science, 217	836-6508
Marketing & Management	Dr. Frank Hunsicker	Business, 111	836-6472
Mass Communications and Theatre Arts	Dr. Chester Gibson	Humanities, 310	836-6518
Mathematics & Computer Science	Dr. Chatty R. Pittman	Math/Physics, 310	836-6489
Media Education	Dr. Price M. Michael	Education, 105	836-6557
Middle Grades Education/Reading	Dr. Peggy Steelman, acting	Education, 206	836-6560
Music	Dr. Robert Coe	Humanities, 105	836-6516
Nursing	Ms. Jeanette Bernhardt	Biology/Chemistry, 220	836-6552
Philosophy	Dr. David Higgins	Humanities, 144	836-6514
Physical Education & Recreation	Dr. Arthur L. Sanders, acting	Health/Physical Education, 201	836-6530
Physics	Dr. Richard M. Prior	Math/Physics, 208	836-6485
Political Science	Dr. Donald Wells	Social Science, 140	836-6504
Psychology	Dr. Myron Arons	Social Science, 317	836-6510
Secondary Education	Dr. Edna Edwards	Education, 207	836-6564
Sociology/Anthropology	Dr. William T. Simons	Social Science, 117	836-6505
Special Education	Dr. W. Malcolm Flanagan	Education, 140	836-6567

*If dialing from a campus phone, dial only the last four digits.

DEPARTMENTS AND OFFICES

Department	Location	Telephone*
Academic Affairs	Sanford Hall	836-6445
Admissions	Mandeville Hall	836-6416
Alumni Affairs	Alumni House	836-6582
Arts and Sciences School	Melson Hall	836-6405
Athletic Trainer	Health-Physical Education Building	836-6530
Bookstore	Student Center	836-6523
Business School	Business School Building	836-6467
Business Office	Melson Hall	836-6400
Central Duplicating	Central Duplicating	836-6483
Food Services	Food Service, Building, Z-6 (Not a campus extension)	832-1496
Computer Center	Math-Physics	836-6604
Continuing Education	Continuing Education Building	836-6610
Cooperative Education	Mandeville Hall	836-6431
Counseling (Student Development)	Mandeville Hall	836-6428
Day Care Center	Aycock Hall	836-6563
Developmental Studies	Mandeville Hall	836-6435
Education School	Education Center	836-6570
Evening Studies	Continuing Education	836-6612
Financial Aid	Mandeville Hall	836-6421
Graduate School	Mandeville Hall	836-6419
Health Services	Health Center	836-6452
Honors Office	Math-Physics	836-6636
Intercollegiate Athletics	Health-Physical Education Bld.	836-6433
Intramural Athletics	Old Auditorium Basement	836-6617
Library	Irvine S. Ingram Library	836-6492
Payroll Office	Melson Hall	836-6403
Placement	Mandeville Hall	836-6431
Post Office	Student Center	836-6522
President	Sanford Hall	836-6442
Public Relations	Bonner House	836-6464
Public Safety	Aycock Hall	836-6600
Registrar	Mandeville Hall	836-6438
Residence Life	Mandeville Hall	836-6426
Student Activities Council	Student Center	836-6526
Student Activities Office	Student Center	836-6526
Student Development Center	Mandeville Hall	836-6428
Student Employment Referral Service	Mandeville Hall	836-6431
Student Locator Service	Mandeville Hall	836-6425
Student Government	Student Center	836-6526
Student Services, Vice President	Mandeville Hall	836-6423
Testing	Mandeville Hall	836-6435
West Georgian	Student Center	836-6527
WWGC Radio Station	Geography & Learning Resources	836-6459
Visitors Center	Bonner House	836-6481

*If dialing from a campus phone, dial only the last four digits.

RESIDENCE HALL PAY STATIONS

If dialing head residents or resident managers from a campus phone, dial the last four digits only.

AYCOCK

2nd floor 832-9111
3rd floor 832-9120

BOWDON HALL

Hall Director 836-6589
1-A ..... (101-116) ... 832-9121
1-B ..... (117-133) ... 832-9234
1-C ..... (134-150) ... 832-9154
2-A ..... (201-216) ... 832-9199
2-B ..... (217-233) ... 832-9218
2-C ..... (234-250) ... 832-9150
3-A ..... (301-316) ... 832-9233
3-B ..... (317-333) ... 832-9238
3-C ..... (334-350) ... 832-9143

BOYKIN HALL

Head Resident 836-6590
Alpha Gamma Delta
1-A ..... (101-117) ... 832-9267
Kappa Delta
1-C ..... (131-147) ... 832-9277
Chi Omega
2-A ..... (201-217) ... 832-9251
Phi Mu
2-C ..... (231-247) ... 832-9268
Alpha Kappa Alpha
3-A ..... (301-317) ... 832-9246
Tri Delta
3-C ..... (331-347) ... 832-9258

COBB HALL

Head Resident 836-6591
1-East ..... (101-122) ... 832-9280
1-West ..... (136-150) ... 832-9288
2-East ..... (202-225) ... 832-9320
2-West ..... (226-248) ... 832-9314

DOWNS HALL

Hall Director 836-6592
Main Lobby 834-9186
1-B ..... (101-118) ... 834-9180
1-C ..... (121-136) ... 834-9183
1-D ..... (141-156) ... 834-9184
2-B ..... (201-218) ... 834-9176
2-C ..... (221-236) ... 834-9179
2-D ..... (214-256) ... 834-9185
3-B ..... (301-318) ... 834-9177
3-C ..... (321-336) ... 834-9182
3-D ..... (341-356) ... 834-9181

GUNN HALL

Head Resident 836-6593
1-A ..... (101-117) ... 834-9191
1-C ..... (131-147) ... 834-9190
2-A ..... (201-217) ... 834-9187
2-C ..... (231-247) ... 834-9189
3-A ..... (301-317) ... 832-9334
3-C ..... (331-347) ... 834-9188

PRITCHARD HALL

Hall Director 836-6594
1-N ..... (101-112) ... 834-9156
1-W ..... (121-135) ... 834-9114
1-S ..... (141-155) ... 834-9164
2-N ..... (201-216) ... 834-9155
2-W ..... (221-235) ... 834-9123
2-S ..... (241-255) ... 834-9165
3-N ..... (301-316) ... 834-9154
3-W ..... (321-335) ... 834-9163
3-S ..... (341-355) ... 834-9140

ROBERTS HALL

Hall Director 836-6595
0-B ..... (001-012) ... 832-9504
0-C ..... (013-020) ... 832-9337
1-B ..... (101-125) ... 832-9501
1-C ..... (126-150) ... 832-9383
2-A ..... (201-225) ... 832-9507
2-B ..... (226-247) ... 832-9502
2-C ..... (248-272) ... 832-9399
3-A ..... (301-325) ... 832-9384
3-B ..... (326-350) ... 832-9505

ROW HALL

Head Resident 836-6596
1-E ..... (130-145) ... 832-9523
2-E ..... (202-219) ... 832-9514
3-E ..... (302-319) ... 832-9520
1-W ..... (107-121) ... 832-9519
2-W ..... (220-238) ... 834-9192
3-W ..... (331-338) ... 832-9516

STROZIER HALL

Hall Director 836-6597
1-N ..... (104-121) ... 832-9560
1-S ..... (124-135) ... 832-9556
2-N ..... (203-220) ... 832-9555
2-S ..... (222-240) ... 832-9524
1 Annex ..... (136-157) ... 832-9586
2 Annex ..... (241-263) ... 832-9571
3 Annex ..... (301-323) ... 832-9565

TYUS HALL

Head Resident 836-6598
Lobby 834-9166
3rd 832-9127
4th 834-9208
5th 834-9207

WATSON HALL

Hall Director 836-6599
1-A ..... (101-120) .. 834-9234'
1-B ..... (121-132) ... 834-9194
1-C ..... (133-149) ... 834-9196
2-A ..... (201-221) ... 834-9235
2-B ..... (222-234) ... 834-9230
2-C ..... (236-252) ... 834-9195
3-A ..... (301-321) ... 834-9228
3-B ..... (322-334) ... 834-9227
3-C ..... (335-352) ... 834-9231
Basement 832-9590

Appendix A

STUDENT CONDUCT CODE AND DISCIPLINARY PROCEDURES

Students are admitted to West Georgia College with the expectation that they will have developed acceptable personal standards of conduct and ethics. Students are expected to have a responsible attitude toward regulations and standards of the college, and the laws of the community, state, and nation, and to respect the standards of their fellow students.

College regulations go into effect at the time a student matriculates and continue until the time of graduation or withdrawal. By the act of registration the student implies an acceptance of the standards and regulations which are stated in this handbook and in other publications of the college. Students should realize that they may be held accountable through the college discipline system for their behavior, whether on or off campus, when an offense is directed at the college or a member of the college community and is a violation of the Student Conduct Code.

Student Conduct Code

I. Relation of College Code to Local, State, and Federal Laws

Students are subject to the rules and regulations of the college and to local, state, and federal laws. Violations of the law are prohibited and may be referred to the discipline system.

II. Academic Irregularity

1. No student shall give or receive, or otherwise furnish or procure, assistance not authorized in the preparation of an essay, report, examination, or other assignment in an academic course or in the fulfillment of program or degree requirements such as standardized examinations.

2. No student shall take, attempt to take, steal, or otherwise obtain, gain access to, or alter in an unauthorized manner any material pertaining to the conduct of a class or to the completion of any program or degree requirement, including but not limited to tests, examinations, laboratory equipment, roll books, academic records, or electronically stored data.

3. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

III. Alcoholic Beverages

The misuse of alcoholic beverages is strongly discouraged. The drinking, possession, or transportation of alcoholic beverages by any student under legal age is strictly prohibited.

Consumption of alcoholic beverages on the campus is prohibited except in rooms occupied by students in residence halls and when authorized at social functions in residence halls, in the area adjacent to the Student Center known as "Love Valley," in the Food Service Building, at the Alumni House, and in the Pavilion.

1. Alcoholic beverages which are being transported to or from private living quarters must be in a bag or a covering container.

2. Consumption or display of alcoholic beverages is prohibited in residence hall public areas such as hallways, lobbies, recreation rooms, lounges, or restrooms.

3. No student shall be in an intoxicated condition as made manifest by disorderly, obscene, or indecent conduct or appearance.

See also the Alcoholic Beverage Policy on p.21 of this handbook.

IV. Drugs

The possession or use (without valid prescription), manufacture, furnishing, or sale of any drug controlled by federal or Georgia law is prohibited.

V. Smoking

Smoking is not permitted at any time in classrooms, laboratories, or in other posted areas.

VI. Misuse of Property

Damage to, destruction, removal or other misuse of property belonging to the college, a member of the college community, or a visitor to the campus is prohibited.

VII. Disorderly Assembly

1. No student shall obstruct the free movement of other persons about the campus, interfere with the use of college facilities, or materially interfere with the normal operation of the college or with authorized events held on campus.

2. Outdoor meetings on campus grounds, cleared at least 48 hours in advance through the office of the Vice President for Student Services, may be conducted in areas which are generally available to students provided such meetings are conducted in an orderly manner, do not interfere with vehicular or pedestrian traffic, do not interfere with classes, scheduled meetings, and ceremonies, or with other events and processes of the college.

3. The abuse or unauthorized use of sound amplification equipment is prohibited. Use of sound amplification equipment must be approved by the Office of Student Activities.

See Appendix C, "Statement on Disruptive Behavior," for further clarification of the college's position on disorderly assembly.

VIII. Disorderly Conduct

1. Disorderly or obscene conduct or breach of the peace on college property or at any function sponsored or supervised by the college or any recognized college organization is prohibited.

2. No student shall push, strike, physically assault, otherwise harass, or threaten to do the same to any member of the faculty, administration, staff,or student body or to any visitor to the campus.

3. No student shall enter or attempt to enter any event sponsored or supervised by the college or by any college organization without credentials for admission, e.g., ticket, identification card, invitation, or any reasonable qualifications established for attendance.

4. No student shall interfere with, give false name to, or fail to cooperate with any properly identified college faculty, administration,or staff personnel while these persons are in the performance of their duties.

See Appendix C, "Statement of Disruptive Behavior," for further clarification of the college's position on disorderly

conduct.

IX. Falsification of Records

No student shall alter, counterfeit, forge, or cause to be altered, counterfeited,or forged, any record, form or document used by the college. No student shall furnish false information to the college.

X. Explosives

No student shall possess, furnish, sell or use explosives of any kind, including fireworks, on college property or at functions sponsored or supervised by the college or any recognized college organization.

XI. Fire Safety

1. No student shall tamper with fire safety equipment.

2. The unauthorized possession, sale, furnishing or use of any incendiary device is prohibited.

3. No student shall set or cause to be set any unauthorized fire in or on college property.

4. No student shall set off a false fire alarm.

XII. Weapons

Students are prohibited from possession of firearms on college property or at functions sponsored or supervised by the college or any recognized college organization.

XIII. Hazing

All rites and ceremonies of induction, initiation, or orientation into college life or into the life of any college groups which tend to occasion or allow physical or mental suffering are prohibited. See Appendix B for a more complete definition of hazing.

XIV. Joint Responsibility for Infractions

Students who act with others to violate college regulations have individual and joint responsibility for such violations and such concerted acts are prohibited.

XV. Littering

The disposing of any form of litter on the campus other than in designated receptacles is prohibited.

XVI. Student Identification Cards

1. Lending, selling or otherwise transferring a student identification card or meal ticket is prohibited.

2. The use of a student identification card or meal ticket by anyone other than its original holder is prohibited.

3. Students are required to present their identification cards when requested by any authority charged with the conduct of student affairs or by a Public Safety officer.

XVII. Animals

Animals, except for those needed to assist handicapped persons, are prohibited form all buildings on campus unless required for research or class experiments.

XVIII. Payment of Fees, Charges, or Fines

Students are required to pay fees, charges, and fines within the specified time.

XIX. Local Addresses

Students are required to maintain their current local addresses with the Registrar.

XX. Theft

1. Students shall not sell textbooks not their own without written permission of the owners.

2. Students shall not take, attempt to take, or keep in their possession, items of college property, or items belonging to students, faculty, staff, student groups, or visitors to the campus without proper authorization.

XXI. Unauthorized Use of College Facilities

1. No student shall make unauthorized entry into any college building, office, or other facility; nor shall any person remain without authorization in any college facility after normal closing hours.

2. No student shall make unauthorized use of any college facility or service.

3. Unauthorized possession or use of college keys is prohibited.

4. Students and/or student groups may not make reservations in their names for outside groups or organizations to use college space.

XXII. Gambling

Gambling is prohibited.

XXIII. Repeated Violations

Repeated violations of published rules and regulations of the college, which cumulatively indicate an unwillingness or inability to conform to the standards of the college for student life, will result in the severest penalties applicable.

XXIV. Misuse of College Name

Use of the college's name for soliciting funds or for some other activity without prior approval of proper college authorities, or any misuse of the college's name, is prohibited.

XXV. Solicitation

Solicitation and selling are prohibited except when approved under college policy by the appropriate administrative office (See "Rights and Responsibilities," page 23)

XXVI. Violations of Campus Motor Vehicle Regulations are Prohibited.

(See "Traffic Code")

XXVII. Violations of College Housing Regulations are Prohibited.

(See "Residence Hall Handbook")

XXVIII. Changing Student Conduct Code

Changes in the Student Conduct Code shall be approved by the Faculty Senate and the President of the college.

DISCIPLINARY PROCEDURES

When a student is charged with violation of conduct regulations, disposition of the student's case shall be afforded according to college due process requirements and in keeping with the procedures outlined below:

1. All complaints of alleged violations by students shall be made in writing to the Office of Student Services. Each complaint shall contain a statement of facts outlining each alleged act of misconduct.

2. Students shall be notified in writing that they are accused of violations and asked to come in for a conference to be apprised of the complaint, the nature of the evidence against them, and the names of witnesses. During the conference, students shall be advised that their cases have been referred to the discipline system and they shall be asked to plead

innocent or guilty of the charges. Students shall be advised of the following options and asked to indicate their preference:

a. A hearing before the Student Judiciary Commission.*

b. A hearing before a college official.

c. Waiver of a hearing.

3. Students are expected to notify their parents or guardians of the charges. Parents or guardians may request a conference with college officials. College officials will assume, unless notified otherwise, that the student is a dependent according to the Internal Revenue Code of 1954, Section 152, and may at their discretion notify the student's parents or guardian of the disciplinary case.

4. Decisions reached by the Student Judiciary Commission shall be communicated in writing to the Vice President for Student Services as a recommendation. The commission will specify the action requested and the rationale.

5. Students shall be notified in writing of final decisions and of their right to appeal. In cases of appeal, sanctions shall be suspended pending the final outcome on campus, except as specified in Item #8 under "Rights of Student Defendants."

*If at any time the Student Judiciary Commission is unavailable for a timely hearing, another panel may be convened by the Vice President for Student Services for the purpose of hearing discipline cases.

RIGHTS OF STUDENT DEFENDANTS

Rights of student related to disciplinary procedures including the following:

1. The right to written and adequate notification of the hearing.

2. The right to written notification of the specific alleged violation.

3. The right to be present at the hearing without academic action resulting from class absence.

4. The right to have an advisor present.

5. The right to produce evidence, call and cross-examine witnesses, raise questions as to the procedure, or remain silent.

6. The right of access to a tape-recording or written summary of the proceedings which will be made available at the student's request.

7. The right to appeal disciplinary decisions.

8. The right to attend classes and have access to college facilities until the hearing process is completed on campus. Exceptions are made when the student's presence may constitute a danger to self, others, or property, or may interfere with the normal operations of the college. In such cases, the Office of Vice President for Student Services may impose temporary protective measures, including suspension, pending a hearing at the earliest possible time.

DISCIPLINARY MEASURES

The following are possible disciplinary measures which may be imposed upon a student for an infraction of the Student Conduct Code. This list may be enlarged or modified to meet particular circumstances in any given case.

1. Disciplinary warning–an oral or written statement of disapproval to the student.

2. Disciplinary probation–notice to the student that any further violations of college rules or regulations will result in suspension. Disciplinary probation may also include the setting of restrictions on participation in college activities or entry into certain college facilities.

3. Disciplinary suspension–severance of the student's relationship with the college for a specific period of time.

4. Expulsion–permanent severance of the student's relationship with the college.

5. Restitution–reimbursement for damage to or misappropriation of property.

6. Service to the College

7. Forced withdrawal–from the academic course within which an offense occurred without credit for the course.

8. Change in grade by the instructor for the course in which an academic irregularity occurred.

9. Cancellation of a residence hall contract.

APPEALS

Within five days after a finding is rendered, a student may appeal a decision to the President, who may appoint a representative to hear the appeal. Appeals should be based on one or more of the following allegations: (1) that the procedures established for handling judicial matters were not followed at a lower level; (2) that the procedures used were so lacking in fairness to the student as to prejudice the opportunity for a fair hearing; (3) that the act for which the student is being subjected to disciplinary proceedings is not prohibited under the rules and regulations of West Georgia College; (4) that the sanction applied at a lower level is wholly out of proportion to the seriousness of the act, or represents bias and prejudice toward the student.

On appeal, the President or the President's designated representative may decline to review a disciplinary decision, may affirm, nullify, or reduce the sanction issued, may restore the original sanction, or may return the case to whatever level of adjudication considered appropriate. The President may also review, on his/her own initiative, any disciplinary decision, and may affirm, nullify or reduce the sanction, or may return the case to whatever level of adjudication the President feels is appropriate.

Should the aggrieved student be dissatisfied with a decision of the President's representative, the student shall have the right to appeal within five days to the President.

The decision of the President shall be final so far as the institution is concerned. Should the aggrieved student be dissatisfied with the President's decision, application may be made to the Board of Regents, without prejudice, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days, following the decision of the President. This application for review shall state the decision complained of and the redress desired. A review of the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted,

the Board, or a committee of the Board, or a Hearing Officer appointed by the Board shall investigate the matter thoroughly and report its findings and recommendations to the Board. The Board shall render its decision thereon within sixty days from filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes.

Appendix B

COLLEGE HAZING POLICY

All rites, ceremonies or practices of initiation or orientation into college life, or into the life or membership or any college group or organization, should be of an educational, historical, functional, and inspirational nature consistent with the accepted principles of higher education at West Georgia College.

Any rites of induction, practices, ceremonies, or behaviors which tend to occasion, require or allow mental or physical suffering are prohibited.

Specifically, hazing is defined as any action taken or situation created, intentionally or unintentionally, on or off campus, which could be reasonably expected to produce mental or physical discomfort, embarrassment, harassment, ridicule, the violation of college rules and regulations, the violation of the laws or policies of the parent organization and/or the violation of any local, state, or national laws. All rules and regulations of West Georgia College as well as local, state, and national laws shall supersede those polices of national or local organizations. All assessments as to the appropriateness of an action will be considered within the context of the standards of the total college community.

Activities considered to be hazing shall include one or both of the following elements: (1) coercion, either overt or covert, and (2) production of physical or mental discomfort in either the participants or spectators. Such activities suggested by a group or a member of a group to new or trial members will be considered covert coercion even if the activity is said to be "Voluntary."

Several specific actions or practices that are considered to be hazing are:

(1) Paddling in any form

(2) Physical and psychological shocks

(3) Performance producing excessive fatigue, physical exhaustion, or physical injury

(4) Performances that are hazardous or dangerous in any way

(5) Tasks of personal servitude

(6) Physical disfigurements (temporary or permanent)

(7) Wearing or displaying of improper apparel or other articles in public

(8) Nudity in public

(9) Any morally degrading or humiliating games or other activities

(10) Any late work sessions or meeting which interfere with scholastic activities or requirements

(11) Loud noises or other activities which disturb the neighborhood

(12) Activities or actions that require or include theft

(13) Any action which brings the reputation of the group or organization into public disfavor or disrepute.

IMPLEMENTATION

Each and every organization has the responsibility for informing its membership, both old and new,of any important college policies including those on hazing. All West Georgia College organizations are responsible for the actions of all visiting members, friends, and/or alumni who will be subject to the same behavioral standards and policies as members of the organization.

The Student Activities Office staff members will assist in the proper implementation of these policies. Complaints and charges of violations will be investigated, and if substantiated, appropriate action will be taken.

It is possible for either individuals or organizations to be held responsible in the event these policies are violated. Violations may result in college disciplinary action and/or legal action through the courts. College disciplinary action may include the withdrawal of college recognition from offending organizations through a due process hearing.

NOTE: These policies apply to "Little Sis" groups, interest groups, pledges, associate member classes, and generally any activity associated with any student organization recognized by the college.

Each organization must file with the Student Activities Office by October 15 of each year a signed copy of the College Hazing Policy. If a copy is not filed by October 15, college disciplinary action may be taken.

Appendix C

STATEMENT ON DISRUPTIVE BEHAVIOR

The following is the policy of the Board of Regents regarding disruptive behavior in any institution of the University System of Georgia. The rights, responsibilities and prohibitions contained in this statement are incorporated as a part of the regulations of West Georgia College.

The Board of Regents of the University System of Georgia reaffirms its policies to support fully freedom of expression by each member of the academic community and to preserve and protect the rights and freedom of its faculty members and students to engage in debate, decision, peaceful and non-disruptive protest and dissent. The following statement relates specifically to the problem described below. It does not change or in an way infringe upon the board's existing policies and practices in support of freedom of expression and action. Rather, it is considered necessary to combat the ultimate effect of irresponsible disruptive and obstructive actions by students and faculty which tend to destroy academic freedom and the institutional structures through which it operates.

In recent years a new and serious problem has appeared on many college and university campuses in the nation. Some students, faculty members, and others have on occasion engaged in demonstrations, sit-ins and other activities that have clearly and deliberately interfered with the regular and orderly operation of the institution concerned. Typically, these actions have been the physical occupation of a building or campus area for a protracted period of time or the use or display of verbal or written obscenities involving indecent or disorderly conduct.

These actions have gone beyond all heretofore recognized bounds of meetings for discussion, persuasion,or even protest in that: (1) acquiescence to demands of the demonstrators is the condition for dispersal, and (2) the reasonable and written directions of institutional officials to disperse have been ignored. Such activities thus have become clearly recognizable as an action of force, operating outside all established channels on the campus, including that of intellectual debate and persuasion which are at the very heart of education.

The Board of Regents is deeply concerned by this new problem. Under the Constitution of the State of Georgia, under all applicable court rulings, and in keeping with the tradition of higher education in the United States, the Board is ultimately responsible for the orderly operation of the several institutions of the University System and the preservation of academic freedom in these institutions. The Board cannot and will not divest itself of this responsibility.

Of equal, or even greater importance, such action of force as has been described above destroys the very essence of higher education. This essence is found in the unhampered freedom to study, investigate, write, speak, and debate on any aspect or issue of life. This freedom, which reaches its full flowering on college and university campuses, is an essential part of American democracy, comparable to the jury system or the electoral process.

For these reasons and in order to respond directly and specifically to this new problem the Board of Regents stipulates that any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts any teaching, research, administrative, disciplinary or public service activity authorized to be discharged or held on any campus of the University System of Georgia is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment.

The Board reaffirms its belief that all segments of the academic community are under a strong obligation and have a mutual responsibility to protect the campus community from disorderly, disruptive, or obstructive actions which interfere with academic pursuits of teaching, learning, and other campus activities.

The Board of Regents understands that this policy is consistent with resolutions adopted by the American Association of University Professors in April, 1968, by the Association of American Colleges in January, 1968, and by the Executive Committee of the Association for Higher Education in March, 1968, condemning actions taken to disrupt the operations of institutions of higher education.

Appendix D

PROCEDURES IN APPEALS ON GRADES

Educational institutions have the responsibility for evaluating students by standards and a grading system which is publicized and known to faculty and students. The responsibility for determining the grade of each student rests on the faculty member who has responsibility for teaching the course in which the student is enrolled. A grade originally assigned may be changed only with the consent of the faculty member responsible for the grade, unless the change is made for process reasons only.

A student who feels that the grade he/she received in the class is arbitrary or unfair is entitled to a hearing before an impartial committee of the faculty. However, before appealing to the Committee, the student should exhaust all administrative remedies through the department chairmen and appropriate deans. In order to guarantee procedural fairness to both the student and the faculty member involved, the following procedures shall govern such hearings:

1. The hearing committee shall be the Subcommittee on Academic Appeals of the Faculty Senate Committee on Academic Policies and Procedures. The Subcommittee shall be composed of those faculty members who constitute its regular membership. No member of the Committee who is otherwise interested in the particular case shall sit in judgement during the proceeding.
2. Both the student and faculty member shall be present during the hearings (except when the committee deliberates for its decision). Each shall be given opportunity to present his/her case and to refute the case presented by the other.
3. The burden of proof of arbitrary or unfair grading rests on the student. The student should realize such a charge is a serious one and refrain from taking capricious action.
4. All matters upon which the decision will be based must be introduced during the proceedings before the Committee. The decision shall be based solely upon such matters.
5. Upon finding for the student, the Committee will in each instance attempt to counsel the faculty member to voluntarily redress the grievance. In the event such counseling is ineffective, the committee may recommend disciplinary action against the faculty member to be taken by the appropriate administrative official.

Appendix E

PROCEDURES FOR APPEALS ON UNDERGRADUATE ADMISSION OR READMISSION

The admissions policy of West Georgia College is designed to admit those students who will have a reasonable chance of success and who seemingly will profit from the educational program of the college. A student is considered for admission without regard to race, creed, sex, or national origin. Admission requirements are those stated in the most current issue of the West Georgia College *Bulletin*.

Whenever an applicant for admission or readmission to the undergraduate school shall be denied admission or shall feel that his/her application has not been given due consideration, such applicant shall have the right to appeal in accordance with the following procedure: (Decisions on readmission are made by the Vice President and Dean of Faculties, who has the same responsibilities in readmission cases as does the Director of Admissions in new admission cases.)

1. The applicant shall submit his/her appeal in writing to the Director of Admissions (Vice President). The applicant shall explain the reasons for his/her appeal and enumerate all factors, both personal and academic, which he/she considers to be relevant to the appeal. The Director of Admissions (Vice President) will:
   a. reopen consideration on the individual's application on the basis of the additional factors presented by the applicant; or
   b. refer the appeal to the Subcommittee on Academic Appeals of the Senate Committee on Academic Policies and Procedures, for recommendation regarding the case to the Director of Admissions (Vice President).

   The procedure in this instance is as follows:

   (1) The applicant shall be advised of his/her right to appear in person before the Committee;
   (2) The applicant appearing before the Committee shall have the right to be assisted by an advisor of his/her choice;
   (3) The Committee will review all facts and circumstances connected with the case. All matters upon which the decision will be based must be introduced during the proceedings before the Committee. The decision shall be based solely upon such matters.
2. Should the applicant be dissatisfied with the Director of Admissions' (Vice President's) decision regarding his/her appeal, he/she shall have the right to further appeal as specified in Section J-2, Appeals, of the Bylaws of the Board of Regents of the University System of Georgia. The procedure in this instance is as follows:
   a. Within five days of the decision by the Director of Admissions (Vice President), the applicant shall appeal in writing to the President of the College, but in the case of new admissions the appeal shall be made first to the Vice President for Student Services.
   b. In making his decision, the President shall refer to the appeals decision of the Subcommittee on Academic Appeals.
   c. After consideration of the Committee's report, the President shall within five days make a decision which shall be final so far as the college is concerned.
   d. Should the applicant be dissatisfied with the decision of the President, he/she shall have the right to appeal in writing to the Board of Regents. Such an appeal shall be submitted to the Executive Secretary of the Board within twenty days after the President's decision and shall recite all reasons for dissatisfaction with the previous decision. The Board or a committee of the Board shall investigate the matter thoroughly and make its decision which shall be final and binding for all purposes.

Appendix F

ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

In order to receive financial aid at West Georgia College, students must meet all four academic standards listed below.

1. **Completion of Developmental Studies and/or College Preparatory Curriculum (CPC) Courses in a Timely Manner**

Students required to enroll in the College's Developmental Studies program and/or to take College Preparatory Curriculum (CPC) courses must complete all work in both areas within an academic year from the date of their initial enrollment in the College. (An academic year is defined as three quarters.)

Continued aid depends upon the student's completing the above requirements within this period of time.

Students who do not complete this work within 45 hours or three quarters may become eligible to receive aid in the quarter after all Developmental Studies and CPC requirements are met.

2. **Maintaining Satisfactory Cumulative Grade Point Average**

During the first 90 hours attempted or six quarters students may receive financial aid provided they are continuing progress toward their degrees (See item 3).

At the end of 90 hours or six quarters, whichever comes first, students must have at least a 2.0 cumulative grade point average to remain eligible to receive aid.

All quarters and hours for which students have registered at West Georgia College or other institutions will be counted in determining the number of hours a student has attempted.

WARNING: Students who complete 45 hours with less than a 1.8 cumulative grade point average may have great difficulty in reaching a 2.0 GPA by the end of 90 hours.

After 90 hours of enrollment, students must continue to maintain at least a 2.0 cumulative GPA at the end of each academic year in order to receive aid the following award year. Students who do not have a satisfactory grade point average will not be eligible for aid until their cumulative GPA is at least 2.0. Previously ineligible students must reapply to receive aid.

3. **Continuing Progress Towards a Degree**

Students must earn passing grades in at least 60% of all hours for which they are enrolled during the previous academic year in order to remain eligible for aid during the next award year. Grades of A, B, C, D, IP, and S are considered passing; grades of F, WF, I, U, and W are considered unsatisfactory and are not passing for the purpose of this review. Students who have lost eligibility for aid under this provision may re-establish their eligibility for future awards by passing at least 15 hours with a GPA of 2.0 or better in one quarter **at their own expense.**

The Director of Financial Aid may at any time cancel the remainder of a student's award if the director becomes aware that the student is not actively pursuing his or her coursework. Such students shall receive written notice of the cancellation of aid and will have the opportunity to request reinstatement of aid through written appeal.

4. **Completing Degree Requirements Within Specific Time Limits**

Students are expected to complete their programs of study within a reasonable period of time and may not receive financial aid after attempting the maximum number of hours or quarters for their degree program as indicated on the chart which follows. These limits do not include Developmental Studies and College Preparatory Curriculum courses. Affected students will lose their eligibility for aid following the quarter in which they reach or exceed the maximum number of hours or quarters allowed.

Degree Program	Maximum Number of Hours Allowed	Maximum Number of Quarters Allowed
90 hour Associate Degree	115	7
101 hour Associate Degree (Nursing)	130	8'
196 hour Bachelor's Degree	245	15
45-50 hour Master's Degree	60	6
60 hour Master's Degree	75	8
45 hour Specialist Degree	60	6

APPEALS

Students who become ineligible to receive aid because of their failure to meet reasonable academic progress standards may make written appeal to the Director of Financial Aid and request that they continue to receive financial aid. It is possible that such appeals will be granted in those cases where students have had a death in the immediate family, a serious personal illness or injury during an enrollment period, or have experienced other circumstances beyond their control which adversely affected their academic status.

Students may also make written appeals to the Director of Financial Aid regarding any decision by the Financial Aid Office which affects awards or ability to receive aid.

Appendix G

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which states that an educational institution must establish a written institutional policy concerning the confidentiality of student education records. In accordance with the Act, students at West Georgia College have the following rights:

1. The right to inspect and review their own education records covered by the Act.
2. The right to challenge (seek correction of) the contents of these records
3. The right to a formal hearing, if necessary, for a fair consideration of such a challenge
4. The right to place an explanatory note in their record in the event that a challenge of contents is unsuccessful
5. The right to control,with certain exception, the disclosure of the contents of their records
6. The right to be informed of the existence and availability of the institutional policy covering FERPA rights
7. The right to report violations of FERPA legislation to the U.S. Department of Education.

Types of Educational Records

West Georgia College maintains the following "education records" as defined by the Act.

Record	Person to Contact
1. Admission record or Student File	Registrar (The Director of Admissions or the Dean of the Graduate School may interpret items pertaining to admission in the Student File)
2. Permanent academic record (transcript)	Registrar
3. Academic Advisement record	Faculty Advisor
4. Admission to Teacher Education record	Dean of the School of Education
5. Student Teaching	Director of Field Experiences
6. Academic or administrative department record	Appropriate department chairperson or administrator
7. Discipline record	Associate Dean of Student Services
8. Financial Aid record	Director of Financial Aid
9. Placement record	Director of Placement and Cooperative Education
10. Personal counseling record	Assistant Dean of Student Services for Student Development
11. Medical record	Director of Health Services
12. Financial record	Director of Fiscal Affairs

Procedures for Inspection and Review

A student who wishes to inspect and review his/her education records may do so by submitting a written request to the official responsible for the specific record desired. The responsible official will respond within 45 days of the request by sending the student a copy to the requested record or arranging an appointment for the student to review the requested record.

Copies of education records, with certain exceptions, may be obtained by the student at the cost of $.10 per page. Copies of a student's permanent academic record (transcript) will be provided at the cost of $1.00. The college reserves the right to deny a copy of an educational record for which a financial "hold" exists or a transcript of an original source document which exists elsewhere.

Records Not Available to Students

West Georgia College will not permit access to the following types of information:

1. Financial information submitted by parents
2. Confidential letters of recommendation submitted prior to January 1, 1975
3. Confidential letters and recommendations to which a student has waived the right of inspection
4. Any part of a record pertaining to another student
5. Information specifically excluded under the Act's definition of "education records:" records maintained by a college employee only for that person's own use, student employee records, alumni records,student medical and counseling records (may be personally reviewed by a physician or other appropriate professional of the student's choosing), records maintained by the Department of Public Safety for law enforcement purposes.

Release of Information

West Georgia College will not permit access to or release of any personally identifiable information without the written consent of the student except in the following circumstances:

1. A student's education records may be released without consent to officials within the college with "legitimate educational interest"

   School officials are those college employees with general or specific responsibility for promoting the educational objectives of the institution and include, but are not limited to, teachers, faculty advisors, counselors, administrators, sponsors of clubs and organizations, members (including students and alumni) of official college committees, and clerical personnel employed to assist college officials in discharging professional responsibilities.

   Legitimate educational interests are defined as those interests which are essential to the general process of higher education. Legitimate educational interests include, but are not limited to, teaching, research, public service, academic advising, counseling, discipline, job placement, financial assistance, and medical

services. In addition, the college officially recognizes appropriate co-curricular activities which are generally supportive of the overall goals of the institution, including such activities as varsity and intramural sports, social fraternities and sororities, special interest clubs, and student government.

2. College officials may provide "directory information" concerning an individual student. This information includes name, address, telephone number; date and place of birth; height and weight of members of athletic teams; major field of study; participation in athletics and student activities; dates of attendance; degrees, awards and honors; and the most recent institution attended. Directory information is generally available for release unless a student specifically requests in writing that this information not be released. This request must be submitted in writing to the Registrar's Office by October 1 annually.

3. The institution may also release personally identifiable information contained in a student's record to the following: officials of other institutions in which a student seeks to enroll; government officials seeking information in connection with audit and evaluation of federal and state supported education programs; persons and organizations providing student financial aid; persons or organizations conducting research for the development of tests, administration of financial aid, or the improvement of instruction; accrediting agencies; parents of dependent students as defined by Internal Revenue Code of 1954, Section 152 (except medical and counseling records); persons in an emergency in order to protect the health and safety of the student or of others; persons in compliance with a judicial order or subpoena.

In order to gain access to their dependent student's records, parents must execute a notarized affidavit, obtained from the Registrar, and may be required to furnish certified copies of their latest income tax return(s). The Registrar or other responsible college official will in each case make a reasonable attempt to notify the student of the disclosure.

In the processing of discipline cases college officials may feel they should contact the parents or guardian of a student accused of Conduct Code violations. In such cases, or when a student has been arrested, college officials will assume, unless they are notified to the contrary, that the student is dependent according to the Internal Revenue Code of 1954, Section 152, and may at their discretion notify the parents or guardian of the disciplinary action or the arrest.

The college offices maintaining education records shall keep a record of all parties requesting or obtaining access to a student's record (except in case of requests by student for access to his/her own record, by school officials, by parties with specific written consent of the student, or by parties requesting directory information).

Procedures for Challenging the Contents of an an Education Record

A student may challenge the contents of an education record which he/she considers to be inaccurate or misleading. A student shall initiate a challenge by submitting a written request to the custodian of the particular record in question who shall attempt to resolve the problem through informal discussions. If a challenge to a record is not satisfactorily resolved by this procedure, the student may request a formal hearing by writing to the Chairperson of the Subcommittee on Academic Appeals of the Faculty Senate Committee on Academic Policies and Procedures in care of the Vice-President for Academic Affairs. A student requesting a hearing will be notified in writing of the date, place and time of his/her hearing. At the hearing the student may present evidence in support of his/her request and may be assisted by an advisor. Decisions of the hearing panel are final. If the decision of the hearing board is unsatisfactory to the student, he/she may place in the education records his/her own statement commenting on the information contained in the record and setting forth any reason for disagreeing with the decision of the hearing panel.

A student may waive any of his/her FERPA rights including the release of his/her education records by providing written consent. Such consent must be signed and dated by the student and specify the exact purpose of the waiver or release.

Copies of this policy are available in the Offices of the Registrar and the Dean of Student Services, and the policy is published annually in *The Uncatalog*, the student handbook. Students have the right to file a complaint with the Department of Education concerning alleged failure of the college to comply with the requirements of the Act.

Appendix H

CONFIDENTIALITY OF LIBRARY PATRON RECORDS

The library registration and circulation records of the Irvine Sullivan Ingram Library are confidential. Registration records include any information the library requires the faculty, staff, students and special borrowers to provide in order to become eligible to borrow materials. Circulation records include all information which identifies a faculty or staff member, student or special borrower as borrowing particular materials. Except in accordance with proper judicial order and with permission of the designated administrative officer(s) of West Georgia College, no person shall make known in any manner any information contained in such records unless written permission from the borrower is given.

Nothing in this statement, however, shall prevent the use of such records by authorized Library personnel in the performance of his or her routine duties.

Appendix I

PROCEDURES FOR APPEALS IN CASES OF ACADEMIC DISHONESTY

Traditionally educational institutions have established and maintained their academic environment by establishing high standards of scholarship and personal conduct for all members of the academic community. Corollary procedures are established to deal with those situations where these standards have been breached.* Our concern here is with cases involving alleged academic dishonesty (cheating, plagiarism, falsification of academic records).

It is assumed that most cases will be directly related to the classroom and an individual professor. It is further assumed that the professor will take appropriate corrective measures.**

The purpose of the Subcommittee on Academic Appeals is to formally review student complaints about these corrective actions if no satisfaction is realized through normal administrative appeal procedures (department chairman, dean of school, Dean of Faculties).

In order to guarantee fairness and proper procedural safeguards for all concerned, the committee shall be guided by the following procedures when reviewing an appeals case:

1. The hearing committee shall be the Subcommittee on Academic Appeals of the Faculty Senate Committee on Academic Policies and Procedures. No member of the Committee who is otherwise interested in the particular case shall sit in judgement during the proceeding.
2. The Committee will hear the case only if the student has exhausted all administrative remedies through department chairmen, appropriate school dean, and Dean of Faculties.
3. The student shall be given written advance notification of the time and the place of hearing.
4. The student appearing before the Committee shall have the right to be assisted by an advisor of his/her choice and shall have the burden of proof.
5. The student shall have the opportunity to testify and to present evidence and witnesses in his/her behalf. He/she shall have an opportunity to hear and question adverse witnesses. In no case shall the Committee consider statements against him/her unless he/she has been advised of their content and the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
6. All matters upon which the decision will be based must be introduced into evidence at the proceeding before the Committee. The decision shall be based solely upon such matters.
7. In the absence of a transcript, a tape recording of the hearing shall be made. The department or office originating the case shall provide tapes for the recording.
8. The decision and recommendation(s) of the committee will be submitted in writing to the Dean of Faculties.

*See the Student Conduct Code, "Article II. Academic Irregularity."

**If preferred, the professor may refer the case in writing to the Office of the Vice President for Student Services for processing through the discipline system of the college, in which case a decision regarding the matter will be rendered through the discipline system, and the appeal procedures specified in the College's "Disciplinary Procedures" will apply.

Appendix J

APPEALS TO THE BOARD OF REGENTS

Any person in the University System for whom no other appeal is provided, and who is aggrieved by a final decision of the President of an institution, may apply to the Board of Regents, without prejudice to his position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days following the decision of the President. It shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board, or a committee of the Board, or a Hearing Officer appointed by the Board, shall investigate the matter thoroughly and report their findings and recommendations to the Board. The Board shall render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes.

1989 FOOTBALL SCHEDULE

Sept. 2	at Wofford College	7:00 p.m
Sept. 9	at Georgia Southern College	1:00 p.m.
Sept. 16	**Jacksonville State***	**7:30 p.m**
Sept. 23	at Troy State University*	7:00 p.m
Sept. 30	**Livingston University***	**7:30 p.m**
Oct. 7	at Samford University	1:30 p.m
Oct. 14	at Valdosta State College*	1:00 p.m
Oct. 21	**Mississippi College***	**1:30 p.m**
Oct. 28	at Delta State University*	2:00 p.m
Nov. 4	**University of North Alabama*+**	**1:30 p.m**
Nov. 11	at Tennessee-Martin*	1:00 p.m

*GSC Game +Homecoming

1990 MEN'S BASEBALL SCHEDULE

MARCH 1	SAMFORD	3 P.M.
March 11	at Kennesaw State (2)	1 p.m.
MARCH 4	BREWTON-PARKER (2)	1:30 P.M.
March 6	at Tuskegee Institute (2)	2:00 p.m.
MARCH 9	SAGINAW VALLEY	2:00 P.M.
MARCH 10	SOUTHERN INDIANA (2)	12:00 P.M.
MARCH 12	LAGRANGE COLLEGE	3:00 P.M.
MARCH 14	VIRGINIA MILITARY	3:00 P.M.
March 17	at Troy State*(2)	1:00 p.m.
MARCH 22	MICHIGAN STATE	1:00 P.M.
March 24	Missouri-St. Louis+	1:00 p.m.
March 24	Springfield College+	3:00 p.m.
March 25	Southern Illinois+	1:00 p.m.
March 25	Armstrong State+	3:00 p.m.
MARCH 26	MICHIGAN STATE	2:00 P.M.
MARCH 27	BELLARMINE	5:30 P.M.
MARCH 28	BELLARMINE	2:00 P.M.
March 31	at Jacksonville State*(2)	1:00 p.m.
April 2	at Southern Tech	2:30 p.m.
APRIL 3	COLUMBUS COLLEGE(2)	5:00 p.m.
APRIL 5	ALBANY STATE (2)	4:00 P.M.
APRIL 7	TROY STATE*(2)	6:00 P.M.
April 9	at Berry College	3:00 p.m.
APRIL 12	TUSKEGEE INSTITUTE(2)	6:00 P.M.
April 14	at Valdosta State* (2)	1:00 p.m.
APRIL 16	BERRY COLLEGE	6:30 P.M.
April 17	at Columbus College(2)	5:00 p.m.
APRIL 19	SHORTER COLLEGE	6:30 P.M.
APRIL 21	JACKSONVILLE STATE*(2)	6:30 P.M.
APRIL 23	GEORGIA SOUTHWESTERN(2)	2:30 P.M.
April 24	at Samford	3:00 p.m.
April 26	at LaGrange College	3:00 p.m.
APRIL 28	VALDOSTA STATE*(2)	6:30 p.m.
April 30	at Shorter College	3:00 p.m.
MAY 1	SOUTHERN TECH	5:30 P.M.
May 2	at Albany State(2)	3:00 p.m.
MAY 3	KENNESAW STATE	7:00 P.M.

*Gulf South Conference Games
+games played in Savannah, Georgia

1989-90 MEN'S BASKETBALL SCHEDULE

NOVEMBER 17	ALBANY STATE
November 27	at Wofford
December 2	at Albany State
December 8-9	at Catawba Tournament
DECEMBER 15-16	WGC-KIWANIS CLASSIC
December 19-20	at Metropolitan State Tournament
DECEMBER 30	WOFFORD COLLEGE
January 6	at North Alabama*
January 8	at Tennessee-Martin*
JANUARY 11	VALDOSTA STATE*
JANUARY 13	ARMSTRONG STATE
January 15	at Jacksonville State*
JANUARY 20	LIVINGSTON UNIVERSITY*
JANUARY 22	DELTA STATE*
January 26	at Mississippi College*
FEBRUARY 3	NORTH ALABAMA*
FEBRUARY 5	TENNESSEE-MARTIN*
FEBRUARY 10	TROY STATE*
FEBRUARY 12	JACKSONVILLE STATE*
February 17	at Delta State*
February 19	at Livingston University*
February 22	at Armstrong State
FEBRUARY 26	MISSISSIPPI COLLEGE*
March 1	at Troy State*
March 3	at Valdosta State

*Gulf South Conference game

1989 VOLLEYBALL SCHEDULE

September 15-16	at UNC-Greensboro Tournament
September 29-30	at Rollins College Tournament
October 4	at Jacksonville State*
OCTOBER 5	FORT VALLEY STATE
OCTOBER 6-7	WGC INVITATIONAL
October 11	at Fort Valley State
October 19	at Livingston University*
October 20-21	at Southern Miss Tournament
October 24	at Troy State*
October 27-28	at GSC Pre-Conference Tournament (Florence, Ala.)
October 31	at Georgia State
NOVEMBER 2	TROY STATE*
NOVEMBER 3-4	LADY BRAVES INVITATIONAL
NOVEMBER 9	JACKSONVILLE STATE*
NOVEMBER 14	LIVINGSTON UNIVERSITY*
November 17-18	at GSC Tournament (Jacksonville, Ala.)

*Gulf South Conference Match

1989 WOMEN'S BASKETBALL SCHEDULE

November 17,18	at Quincy, Ill.	5:30 p.m.
November 21	at Fort Valley	7:30 p.m.
November 24	at St. Augustine	7:00 p.m.
November 30	MORRIS BROWN	6:00 p.m.
December 2	ST. AUGUSTINE	7:00 p.m.
December 9	at Morris Brown	7:00 p.m.
December 11	at Kennesaw	7:00 p.m.
January 6	at North Alabama*	5:30 p.m.
January 8	at Tennessee-Martin*	6:00 p.m.
January 11	VALDOSTA*	6:00 p.m.
January 15	at Jacksonville State*	6:00 p.m.
January 18	at Albany State*	6:00 p.m.
January 20	LIVINGSTON*	6:00 p.m.
January 22	DELTA STATE*	6:00 p.m.
January 27	at Mississippi College*	6:00 p.m.
February 1	ALBANY STATE*	6:00 p.m.
February 3	NORTH ALABAMA*	6:00 p.m.
February 5	TENNESSEE-MARTIN*	6:00 p.m.
February 10	TROY STATE*	6:00 p.m.
February 12	JACKSONVILLE STATE*	6:00 p.m.
February 17	at Delta State*	6:00 p.m.
February 19	Livingston*	6:00 p.m.
February 26	MISSISSIPPI COLLEGE*	6:00 p.m.
March 1	at Troy State*	6:00 p.m.
March 3	at Valdosta*	6:00 p.m.

Alma Mater

In the western pines of Georgia standing
strong and true,

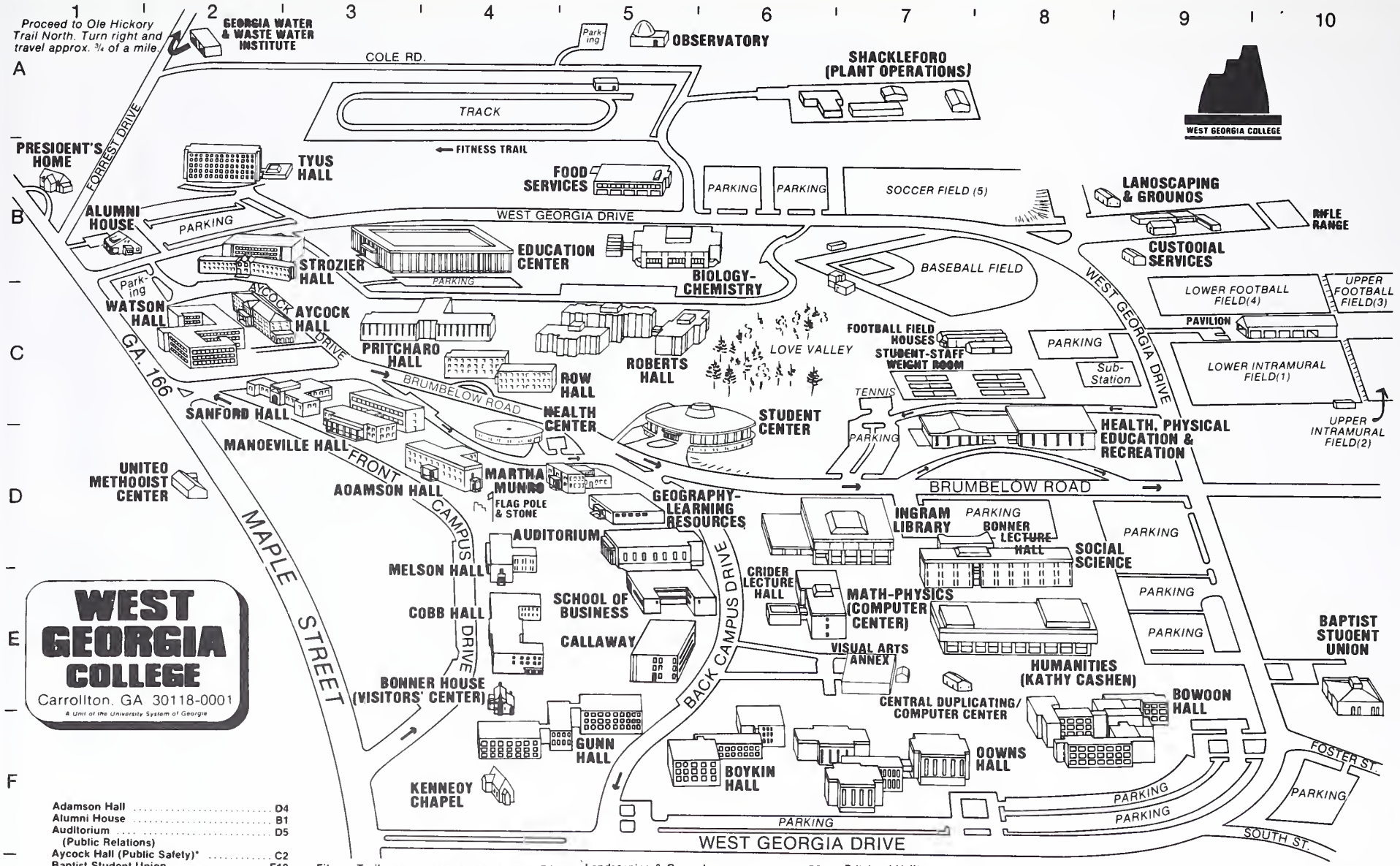
Our wise Alma Mater beckons to the Red
and Blue,

Though you be in learning founded youthful
yet you be,

While thus guided by tradition yet you still
breath free,

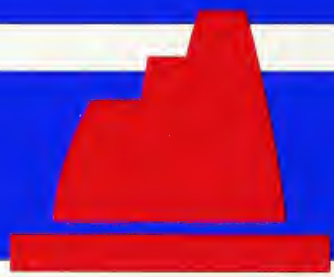
Dear West Georgia, Dear West Georgia,
standing strong and true

Our wise Alma Mater beckons to the Red
and the Blue.



Adamson Hall	D4
Alumni House	B1
Auditorium (Public Relations)	D5
Aycock Hall (Public Safety)*	C2
Baptist Student Union	E10
Biology-Chemistry Building	B5
Bonner Lecture Hall	D8
Bowdon Hall*	F8
Boykin Hall*	F6
Callaway Building (Geology)	E5
Central Duplicating Computer Center	E7
Cobb Hall*	E4
Crider Lecture Hall	D6
Custodial Services	B9
Downs Hall*	F7
Education Center (School of Education)	B3, 4
Fitness Trail	B4
Food Services Building	B5
Football Fieldhouse	C7
Geography-Learning Resources Center	D5
Georgia Water & Waste Water Institute	See A1,2
Gunn Hall*	F 4,5
Health, Physical Education, & Recreation Building	D7,8
Health Center	C4
Humanities Building (Kathy Cashen Hall)	E 7, 8
Kennedy Chapel	F4
Landscaping & Grounds	B9
Library (Ingram)	D6
Mandeville Hall (Student Services, Admissions, Financial Aid, Residence Life, Counseling, Registrar, Graduate School)	D3
Martha Munro Building	D5
Math-Physics Building (Computer Center)	E6
Melson Hall (Fiscal Affairs, School of Arts & Sciences)	D4
Observatory	A5
President's Home	B1
Pritchard Hall*	C3,4
Roberts Hall*	C5
Row Hall*	C4
Sanford Hall (President & Vice President)	C2,3
School of Business Building	E5
Shackleford Building (Plant Operations)	A6,7
Social Science Building	D8
Strozier Hall and Annex*	B2
Student Center (Student Activities, Post Office, Bookstore, Student Offices)	C5,6
Thomas Bonner House (Visitors' Center)	E4
Tyus Hall*	B2
United Methodist Center	D2
Visual Arts Annex	E7
Watson Hall*	C2
Weight Room	C7

*residence halls



WEST GEORGIA COLLEGE

4,000/$2,